



Hampshire LEARN SCITT Partnership

# POLICY

## Bullying and Harassment

Last Review: September 2019



Hampshire LEARN SCITT Partnership

# HAMPSHIRE LEARN SCITT PARTNERSHIP BULLYING AND HARASSMENT POLICY

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## HAMPSHIRE LEARN SCITT PARTNERSHIP BULLYING AND HARASSMENT POLICY

### 1. INTRODUCTION

The Hampshire LEARN SCITT Partnership is committed to ensuring that everyone involved in the training programme is treated with dignity and respect at school and during training sessions.

### 2. DEFINITIONS OF BULLYING AND HARASSMENT

**Harassment** as defined in the Equality Act 2010 is: unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

**Bullying** may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

Bullying or harassment may be by an individual against an individual (perhaps by someone in a position of authority such as a manager or supervisor) or involve groups of people. It may be obvious or it may be insidious. Whatever form it takes, it is unwarranted and unwelcome to the individual.

Bullying and harassment are not necessarily face to face. They may also occur in written communications, email, phone, and automatic supervision methods such as computer recording of downtime from work or the number of calls handled if these are not applied to all workers.

### 3. AIMS

- To make the Hampshire LEARN SCITT Partnership a place where all individuals are treated with respect, irrespective of race, sex, age, colour, ethnic origin, ability, religion, sexual orientation, disability or social background
- To recognise and challenge all forms of bullying and harassment

### 4. RESPONSIBILITIES AND IMPLEMENTATION

#### Director of SCITT

The Director of SCITT is responsible for raising awareness of this policy, updating it when necessary and dealing with complaints (see below).

#### Professional Mentors in Partner Schools

Professional Mentors are responsible for:

- dealing with and recording any issues relating to trainees.



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- ensuring that the Director of SCITT is informed of these issues.

### **Curriculum Mentors in Partner Schools**

Curriculum Mentors are responsible for:

- ensuring that their Professional Mentor is informed of any issues.

### **Trainees**

If trainees are experiencing bullying or harassment, they should:

- speak to their Curriculum Mentor or Professional Mentor about the situation. If for any reason, they are uncomfortable about this, they should speak to the SCITT Director.
- keep a diary of all incidents – records of dates, times, any witnesses, etc. Keep copies of anything that is relevant, for instance lesson observation notes, emails, notes of any meetings that relate to ability to train effectively.

If trainees decide to make a formal complaint, they should follow the SCITT's complaints procedures.

## **5. MONITORING AND EVALUATION**

The Director of SCITT has overall responsibility for this policy. Monitoring and evaluation are carried out by the Executive Group of the SCITT.

## **6. COMPLAINTS AND BREACHES OF THIS POLICY**

All allegations will be fully investigated. All complaints and issues should be referred as follows:

- Trainees to their Curriculum Mentor, Professional Mentor or Director of SCITT.