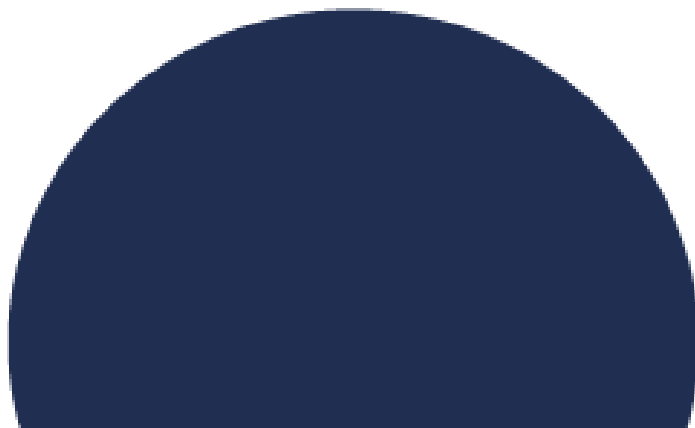


# Bullying & Harassment Policy

ANS Academy





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## 1.1 Introduction

At ANS And the ANS academy we look to make sure we have created a safe and enjoyable environment for all. This means whether those employed as apprentices or just studying have the right to be their full selves on our premises. Any behaviours in opposition of are unacceptable and a zero tolerance will be taken.

Our policy is rationale is to educate on the terminology and help those understand what bullying is, to ensure it can be stopped at the root cause. The policy also encompasses actions to be taken within different scenarios.

Students will be made aware of the policy upon enrolment and digitally sign a form that it has been read and understood. This policy both relates to students and staff.

## 1.2 Policy statement and responsibilities.

ANS Academy is committed to making every environment free of discrimination and intimidation. Harassment can have adverse effects on all involved and it will not be tolerated. In relation to the academy, bullying or harassment may result in disciplinary action, transfer, or expulsion.

1. ANS Academy staff will act swiftly once issues are raised through the safeguarding officers and leadership team.
2. Harassment or bullying may result in formal warnings, suspension, transfer, or dismissal.
3. Any allegations made in bad faith could also result in similar disciplinary procedures.

## 1.3 Definitions of bullying and harassment

Harassment can be defined as unwanted conduct which has the purpose or effect of;

- a) violating another person's dignity
- b) creating an intimidating, hostile, degrading, humiliating or offensive environment.

Harassment can come about in various forms but the key factor of determining harassment is;

*'not the intention of the harasser, but the conduct itself and the impact on the recipient, which determines what constitutes harassment'*

The impact of harassment can result in the recipient feeling discomfort or humiliation and may adversely affect the recipient's performance, undermine security or prospects, or create a threatening or intimidating learning or living environment. It may provoke aggressive, retaliatory attitudes and actions. Certain behaviour will be, by its nature or severity, unwelcome even on a single occasion.

The term banter is sometimes used in replacement of harassment. Banter is defined as

*'the playful and friendly exchange of teasing remarks.'*

Using the term banter in place of harassment is not acceptable and lines can be easily crossed. What is a joke to one person is not to others, and the excuse that 'it



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was banter' will not be tolerated. As mentioned, it should be borne in mind that what is initially acceptable to some may be offensive to others, and what is acceptable between persons A and B may not be acceptable to person C. The key element in harassment is that it is the conduct that is repeated, unwanted, unreasonable, and offensive to the recipient. If the recipient feels any of this it is deemed harassment, no matter the intention of the conduct.

Harassment and bullying can encompass a variety of things including (but not limited to) the protected characteristics from the 2010 Equality act.

- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex (gender)
- sexual orientation

Examples of harassment can include (but not limited to):

- Unnecessary touching.
- Unwanted physical contact or physical attack.
- Offensive, suggestive, or derogatory remarks, gestures, mockery, taunts, pranks, jokes, insults, or ridicule; in person, on the telephone, by emails or social networking sites
- Verbal abuse, threats, or intrusive questioning.
- Repeated 'pranks' that cause recipient to feel uncomfortable or stressed.
- Insulting remarks based on the grounds of personal appearance or personal circumstances.
- Using an individual's known disability to demoralise them.
- Leering at another individual's body.
- Compromising invitations or gifts.
- Requests or demands for sexual favours.
- Circulation or displays of offensive, suggestive or degrading materials (such as pictures, graffiti, or objects) in the teaching, learning, living or working environment.
- Sending of unwanted messages via e-mail and social networking sites.
- Ridicule for cultural differences such as appearance, dress, diet, religion, or ethnic background.
- Subjecting an individual to group pressure.
- Derogatory or belittling remarks in front of others regarding appearance, work, or personal attributes.
- Deliberately or repeatedly ignoring someone.
- Any comments which imply that gender, age, sexual orientation, disability, race or ethnic or national origins, religious or other belief impairs the individual's ability to perform satisfactorily.
- Any other unwelcome physical, verbal or non-verbal conduct.
- Incitement to commit any such act above.

Other forms include;



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## Sexual Harassment

Sexual harassment includes unwelcome conduct of a sexual nature. Sexual harassment is **any unwanted sexual behaviour that makes someone feel upset, scared, offended, or humiliated, or is meant to make them feel that way**. Sexual harassment is a type of sexual violence – the phrase we use to describe any sexual activity or act that happened without consent.

## Racial Harassment

Racial harassment is an incident, or a series of incidents intended or likely to intimidate, offend or harm an individual or group because of their ethnic origin, colour, race, religion or nationality, and a racist incident is any incident that is perceived to be racist by the victim or any other person (MacPherson Report 1999).

Such behaviour may include:

- Derogatory name calling.
- Verbal threats, insults and racist jokes.
- Display of racially offensive material.
- Exclusion from normal workplace conversation or activities.
- Physical attack.
- Encouraging others to commit any such acts.

## Personal Harassment

Personal harassment includes inappropriate comments or activities in the teaching, learning, living or working environments concerning an individual's disability, age, socio-economic group, sexual orientation, gender orientation, religion or any other form of personal victimisation.

## Bullying

Bullying is a particular form of personal harassment and may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power, position or knowledge through means intended to undermine, humiliate, denigrate or injure the recipient. It may occur in public or in private and may arise from the combination of an authoritarian personal style in the bully and a lack of assertiveness and self-confidence in the person being bullied.

Examples of bullying include:

- Threats; abuse; public humiliation; ridicule; repeated shouting or swearing at an individual; undermining an individual; intimidating behaviour.

### 1.4 Possible criminal charges

In some instances, we or the recipient may feel that a criminal act has been committed and could be in contrary to statute law laid out in the Protection from Harassment Act in 1997. Some scenarios may require external investigation.



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## **1.5 ANS Academy Procedures**

As well as this form process, we encourage all apprentices and members of staff to challenge behaviour you do not deem to be 'OK'. Ensure reporting happens whenever concerns are had, no matter how small.

For all concerns, please email [safeguarding@ans.co.uk](mailto:safeguarding@ans.co.uk). The auto reply will present two different forms. Please assess the issue you see and if it is related to bullying and harassment as outlined in this policy please complete the [Cause for Concern – bullying, harassment & general concern form](#).