



DurhamWorks

Bullying and Harassment Policy

Introduction:

The purpose of the DurhamWorks Bullying and Harassment Policy is to demonstrate our determination to ensure that all participants can enjoy an experience with us that is free from bullying and harassment of any kind, physical or emotional, via direct or distant (cyber bullying and harassment) interface.

All staff, Delivery Partners, Sub-Contractors, employers, and participants come under the scope of our policy.

Policy Statement:

DurhamWorks is committed to providing a safe, secure and positive environment, both physical and virtual, in which everyone can develop and learn, making full use of the range of facilities and resources available to them.

DurhamWorks will promote anti-bullying and anti-harassment behaviour and will raise awareness of the seriousness with which any bullying and harassment behaviour will be viewed.

Responsibility for the implementation of this policy lies with everyone engaged with DurhamWorks, including: staff, Delivery Partners, Sub-Contractors, employers, and participants. Everyone has a duty to ensure that they engage with our policy. General guidance on the nature of bullying and harassment; bullying and harassment behaviour and the effects of bullying and harassment is provided within this document.

Our Commitment:

To provide an environment that is free from discrimination where discriminatory, offensive, violent and inappropriate behaviour will not be tolerated

Aims:

- To prevent bullying and harassment of any form, physical, verbal, cyber or mental
- To ensure that everyone is aware that bullying and harassment will not be tolerated
- To comply with all relevant Human Rights legislation
- To ensure that everyone understands that they have a responsibility for the safety and wellbeing of others

Objectives:

- To provide and encourage a safe, listening environment, in which people feel free to discuss their concerns regarding bullying and harassment behaviour
- To raise everyone's awareness of bullying and harassment
- To identify and provide appropriate training (staff development) in relation to identifying and preventing bullying and harassment
- To regularly review policy and procedures relating to bullying and harassment
- To monitor procedures and their effectiveness in preventing bullying and harassment
- To investigate fully any incidents of bullying and harassment
- To take positive actions to deal with bullying and harassment behaviour
- To provide appropriate training and support for victims of bullying and harassment, as well as those involved in bullying and harassment behaviour

DurhamWorks Code of Practice

- All staff, Delivery Partners, Sub Contractors, employers and participants engaged with DurhamWorks have a responsibility to ensure that participants are free from bullying and harassment.
- All staff, Delivery Partners, Sub Contractors, employers and participants engaged with DurhamWorks should monitor their conduct and language to eliminate bullying and harassment behaviour and practices and should actively counter such behaviour.
- All staff, Delivery Partners, Sub Contractors, employers, and participants engaged with DurhamWorks should be aware of the procedures for complaints, details of which can be found at <https://www.durham.gov.uk/complaints>.
- Participants should report any incidents of bullying and harassment to a member of DurhamWorks staff.
- All staff, Delivery Partners, Sub Contractors, employers and participants engaged with DurhamWorks should follow the General Data Protection Regulations (GDPR) to ensure that all data collected is protected and is private.
- All staff, Delivery Partners, Sub Contractors, employers, and participants engaged with DurhamWorks should take immediate action if bullying and harassment is reported or suspected.
- All allegations of bullying and harassment will be fully investigated and dealt with appropriately in order to reduce the likelihood of it happening again.
- When a person is suspected of bullying and harassment every effort will be made to establish the facts and appropriate action will be taken to ensure there is no recurrence.
- All parties will be offered support, as required

Performance Indicators:

- Incidents of bullying and harassment will be recorded and analysed.
- Learner surveys will be conducted and analysed to monitor instances of bullying and harassment.
- Awareness raising for learners will be conducted throughout the Programme.
- The Bullying and Harassment Policy will be reviewed annually.

General Guidance:

The Nature of Bullying and Harassment

There is no legal definition of bullying and harassment, however it can be defined as repeated behaviour which is intended to hurt someone either emotionally or physically and is often aimed at certain people because of a vulnerability, a protected characteristic or other aspects, such as appearance. Bullying and harassment can take many forms including physical assault, social bullying and harassment, threatening behaviour, name calling and cyberbullying and harassment. It can also include upskirting, sexting and initiation / hazing type violence and rituals.

It is often a repeated behaviour and intentional and can also be an abuse of power by an individual or group with the intent and motivation to cause distress to another individual or group. It may

occur frequently or infrequently, regularly or irregularly, but it should be taken seriously even if it has only occurred on one occasion.

Bullying and harassment is not a phenomenon which occurs solely between young people. The above definition can also be seen to characterise some adult/adult, adult/child and child/adult relationships.

In more serious instances where adults abuse their power over a young person, or a young person does vis-à-vis another young person, bullying and harassment may be viewed as child or peer on peer abuse and should, therefore, be considered within this context.

Some individuals may feel they are being bullied, even when there is no intention from others to cause them distress. Such perceptions of bullying and harassment should be taken seriously, and action taken to address them.

Why it is important to do something about bullying and harassment

Bullying and harassment is always damaging to those involved. The victim, the bully and those who witness or even know about the bullying and harassment can be affected.

Victims

Victims may spend their lives in fear. They often feel isolated from their peers and may believe that it is something about themselves which has led the bully to pick on them.

The victim's life may be characterised by unhappiness, a sense of desolation and desperation, as well as exclusion from normal social experiences. These feelings can permeate all aspects of the victim's life and may lead to a strong desire to escape the situation through behaviours such as running away from home, truanting from school or college, increased absences from work, and in some cases, self-harming or taking their own life.

The victims of bullying and harassment may have reduced self-esteem and self-worth and their performance in school, college, work and other areas often deteriorates.

Research evidence has shown that victims of bullying and harassment may be more likely to experience mental health problems and also that they are more likely to become bullies themselves.

Bullying and Harassment Behaviour

Bullying and harassment is not a natural behaviour pattern and should not be seen as such.

People who bully are likely to experience difficult and unhappy relationships with their peers and frequently need help to overcome these difficulties.

People who bully are unlikely to stop if they continue to be unchallenged.

Cyber Bullying and Harassment

Bullying and harassment also occurs by misuse of technologies e.g. virtual learning platforms, emails, text messages, social media, and the internet. All occurrences must be tackled with equal

importance. Participants must be aware that by forwarding inappropriate messages or images, they are equally as culpable as the originator.

Others

Bullying and harassment behaviour includes: upskirting, which typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm; sexting (also known as youth produced sexual imagery); initiation/hazing type violence and rituals.

Bullying and harassment behaviour does not just affect the victim and the perpetrator. Those who witness or know of bullying and harassment may live in fear that it will be their turn next.

Bullying and harassment promotes poor models of behaviour and may encourage others to imitate these models. People who have been bullied in one setting may well become bullies in another.

Evidence has shown that bullying and harassment is a major concern for parents and young people of all ages.

Organisations

Organisations which encourage or even tolerate bullying and harassment are less effective. Where the values and culture of the organisation are dominated by fear and subordination, individuals are less efficient, morale is lower, and absenteeism is more frequent.