

BULLYING AND HARASSMENT POLICY

Date to be implemented from:	July 2026
Date to be reviewed by:	June 2027
Version No:	v11
Lead responsibility:	Director

Distribution to:	
All Staff	☒
SLT only	☐
Teaching Staff/Tutors	☐
Administration Staff	☐
Other (please specify)	☒ Visitors and Partners

Key Contacts:	
William Barrett-Bell - Director	01438 727667

This Policy supersedes any previous Policy of this name or instructions that pre-date this edition.

BULLYING & HARASSMENT POLICY

1 Policy Statement

Barrett-Bell Ltd affirms that individuals are entitled to equal rights, responsibilities and opportunities and that no-one should be subject to bullying or intimidation of any sort. Bullying and harassment means any unwanted behaviour that makes someone feel intimidated, degraded, humiliated or offended. It is not necessarily always obvious or apparent to others.

2 Principles

- 2.1 It is the duty of all staff and Learners to ensure that no one is bullied.
All bullying should be challenged.
- 2.2 This Policy should be read alongside the Single Equalities Plan.
- 2.3 All training and behaviours at Barrett-Bell Ltd should emphasise:
 - The legal and moral responsibilities of all Staff
 - How to recognise and put a stop to bullying and harassment
 - Why certain behaviours are inappropriate
 - The damage caused by bullying and harassment
 - How to respond to inappropriate behaviour
 - The knowledge and skills necessary to work successfully as part of a diverse team

3 Definitions

- 3.1 Bullying or harassment can be between two individuals or it may involve groups of people. It might be obvious or it might be insidious. It may be persistent or an isolated incident. It can also occur in written communications, by phone, through email or on social media, not just face-to-face. It can be a regular pattern of behaviour or a one-off incident.
- 3.2 Examples of bullying / harassing behaviour could include:
 - physical aggression, threatening behaviour

- verbal calling of names, slurs, insulting someone
- social exclusion, victimisation, isolation, spreading malicious rumours,
- cyberbullying, using digital platforms to harass
- sexual harassment, unwanted contact, using gender to ridicule
- prejudicial, targeting a protected characteristic
- workplace unfair treatment or demands from employer, deliberately undermining a competent worker by constant criticism

3.3 Bullying itself isn't against the law, but harassment is. This is when the unwanted behaviour is related to one of the following:

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

3.4 Research also shows that generally, people who are bullied may have one or more of the following risk factors:

- Are perceived as different from their peers, such as being overweight or underweight, wearing glasses or different clothing, different culture or class or sexuality
- Are perceived as weak or unable to defend themselves
- Are depressed, anxious, or have low self esteem
- Are less popular than others and have few friends
- Do not get along well with others, seen as annoying or provoking, or antagonise others for attention

3.5 Research also shows that people who share these traits may also be more likely to bully others:

- Victims of bullying themselves
- Some are well-connected to their peers, have social power, are overly concerned about their popularity, and like to dominate or be in charge of others
- Others are more isolated from their peers and may be depressed or anxious, have low self-esteem, be less involved in learning, be easily pressured by peers, or not identify with the emotions or feelings of others
- Are aggressive or easily frustrated
- May have had issues at home or poor role models
- Think badly of others and/or hide behind social media and anonymity
- Have difficulty following rules
- View violence in a positive way, misogynistic
- Have other friends who bully people

3.6 These are not the only traits of bullying. The power balance can be based on differences in cognitive ability or ethnicity or gender.

3.7 Barrett-Bell Ltd believes that any of the above behaviours, whether against the law or not are completely unacceptable and action will be taken wherever these actions are found

4 Process

4.1 Where any employee, Learner or visitor is subjected to any of the above actions (Section 3 bullying or harassment) they must report the incident to the Directors if:

- They cannot resolve the incident informally – by being able to speak directly to the individual concerned or to write to him/her expressing their concerns and requesting that the harassing behaviour stop immediately

- Confidentiality is very important in dealing with cases of alleged harassment as they will be much more difficult to resolve informally if information about the matter becomes common knowledge
- Alternatively, they have every right to talk to someone in order to obtain another perspective on the situation and to ensure that someone else knows about it and can take action with them to ensure that it stops
- A final option is to make a formal complaint to the Directors/SLT
- While the formal complaint is under investigation, an alternative location, or timetable for the work of the complainant will be considered where requested (although there can be no guarantees that this is possible) and the Directors/SLT will endeavour to make the working environment as neutral/safe as possible
- A formal investigation will be carried out within one working week and reported back to the person making the complaint. The Barrett-Bell Ltd Complaints Policy will be followed

4.2 It is possible someone might not recognise that their behaviour is bullying. It can still be bullying even if they do not realise it or do not intend to bully someone. Often people, when confronted by those they are bullying, are surprised and apologetic. In this case the way forward is for the person to undertake some training and for the relevant good practices in work relationships to be re-emphasised in these training sessions. Those who have been subject to bullying may request a formal apology.

4.3 Depending on the outcome of the Directors/SLT investigations, then an action plan will be implemented that may include a formal apology, training, referral to the Police and where there are any Safeguarding elements – to Social Services and the local LADO.

4.4 All Learners and Staff directly involved in any cases will be offered counselling.