

Bullying and Harassment Policy

1.10 – May 2022

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Creation and Revision History

To be reviewed annually by Head of Student Services. Next review due May 2023.

Version	Owner	Purpose/Change	Date
1.0	Head of Student Services	Created	January 2013
1.1	Head of Student Services	Review and update	August 2014
1.2	Simon Duckworth, Head of Student Services	Review and rebranding	July 2016
1.3	Simon Duckworth, Head of Student Services	Addition of bullet points and spelling correction	March 2017
1.4	Simon Duckworth, Head of Student Services	Annual review – no changes	July 2017
1.5	Simon Duckworth, Head of Student Services	Annual review – no changes	July 2018
1.6	Simon Duckworth, Head of Student Services	Annual review – no changes	July 2019
1.7	Simon Duckworth, Head of Student Services	Annual review – no changes	July 2020
1.8	Simon Duckworth, Head of Student Services	Annual review – no changes	July 2021
1.9	Simon Duckworth, Head of Student Services	Addition of section 4 – sexual harassment	November 2021
1.10	Simon Duckworth, Head of Student Services	Amendment to 6.2 and addition of 6.5	May 2022

1 Context

- 1.1 INTO is committed to providing a learning and living environment in which students can thrive and participate freely. Good conduct on the part of all members of the INTO community is essential for the well-being of all concerned. INTO will not tolerate students being harassed or bullied either by staff or students. Any act of harassment or bullying will be regarded as particularly serious if it involves the abuse of a position of trust.
- 1.2 This policy covers bullying and harassment which occurs both in the Centre and in settings outside the Centre, such as trips, events or social functions organised for students by INTO.

2 Bullying

- 2.1 Bullying is offensive, intimidating, malicious or insulting behaviour which, through the abuse or misuse of power, makes the recipient feel vulnerable, upset, humiliated and threatened. Power includes both personal strength and the power to coerce others through fear of intimidation. Bullying is often a form of harassment and can undermine an individual's self-confidence, competence and self-esteem. As with harassment, bullying can take the form of physical, verbal and non-verbal conduct.
- 2.2 Legitimate and constructive criticism of a student's performance or behaviour or reasonable requests made of students in the course of their studies will not constitute bullying.
- 2.3 Examples of bullying include:
 - Shouting at, being sarcastic towards, ridiculing or demeaning others.
 - Physical or psychological threats.
 - Overbearing and intimidating behaviour.
 - Inappropriate and/or derogatory remarks.
 - Cyber bullying.

3 Harassment

- 3.1 Harassment is any unwanted physical, verbal or non-verbal conduct which has the purpose or effect of violating the recipient's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.
- 3.2 Harassment often, but not exclusively, targets the sex, sexual orientation, marital status, gender reassignment, race, religion, colour, nationality, ethnic or national origin, disability, HIV positive/AIDS status or age of the victim.
- 3.3 A single incident of unwanted or offensive behaviour to one individual can amount to harassment.
- 3.4 Examples of harassment include:
 - Unwanted physical conduct or "horseplay". Physical conduct ranges from touching, pinching, pushing or brushing past someone or invading personal space to grabbing, shoving, punching and more serious forms of physical or sexual assault.
 - Unwelcome sexual behaviour, which the harasser may perceive as harmless flirting, and which may involve unwanted suggestions, advances, propositions or pressure for sexual activity.
 - Inappropriate behaviour whether in the form of offensive or intimidating comments, gestures or insensitive jokes or pranks.

- The sending or displaying of material that is pornographic or obscene or that some individuals or groups may find offensive (including e-mails, text messages, video clips and photographs taken or sent using mobile phones or via the internet).
- Ignoring or shunning another student, for example, by deliberately excluding them from a conversation or social activity.

4 Sexual Harassment

- 4.1 At INTO UEA we align with the university anti-sexual harassment campaign and online reporting mechanism (Never OK): <https://reportandsupport.uea.ac.uk/support/sexual-assault-and-misconduct>.
- 4.2 Students are given information about the never OK agenda and reporting procedures during induction.
- 4.3 AT INTO UEA we are committed to promoting an environment of respect and inclusivity where all students understand key themes such as consent.

5 Possible effects of bullying or harassment

- Stress and/or sleep disturbance
- Fatigue
- Panic
- Depression
- Impaired ability to study and/or concentrate
- Loss of self-control and/or self-esteem

6 Implementation

- 6.1 INTO will ensure that all students are made aware that bullying and harassment is considered unacceptable and could be considered as gross misconduct. Students will be encouraged to speak to the Head of Student Services, or any other member of staff they feel comfortable talking to, if they feel they are being bullied or harassed.
- 6.2 Any member of staff who witnesses or receives an allegation of bullying or harassment will take the matter very seriously and report it to the Head of Student Services. If a member of staff is concerned that bullying or harassment may be taking place, even though an allegation has not been made, they should discuss this with the Head of Student Services, who will investigate or commission an investigation with a view to disciplinary proceedings (see Student Code of Conduct and Disciplinary Policy and Procedures).
- 6.3 All victims of bullying or harassment will be supported throughout any investigation and disciplinary action. They will continue to be offered support to ensure that the bullying and harassment does not re-occur.
- 6.4 Students under the age of 18 may feel less able to protect themselves from bullying and harassment and staff need to be aware of the increased vulnerability of these students.
- 6.5 Overview of Investigation/ disciplinary procedure:

