



Document Control Box	
Document title (include version number if amended within same year as approved)	Bullying and Harassment Policy
Reference Number	0084/26
Approval category (Please indicate)	
Governance/Governor	X
Responsible Committee	
Senior Staff (insert name)	
Date document approved	28/08/2026
Supersedes (insert previous title and/or version date)	2022.1
Date document last reviewed and/or updated	January 2022
Date next due for review	September 2028
Related statutes or regulations	QAA Quality Code Regulatory Framework for Higher Education in England (OfS) Office of the Independent Adjudicator for Students in Higher Education Equality Act 2010
Related policies/procedures/guidance/forms	Complaints Policy Equality, Diversity and Inclusion Policy Dignity at Work Policy Dignity at Study Policy Code of Discipline and Student Disciplinary Procedure Staff Disciplinary Procedure Sexual Harassment Policy Whistleblowing Policy Code of Practice on Freedom of Speech Report and Support Portal
Staff member responsible for update	Katie Jack

Amendment History

Version	Revision Summary	Date Approved	Author
2022.1	Updated to reflect current processes and revised roles. Update reporting procedures.	28/08/2026	Policy Working Group

Bullying and Harassment Policy

1. Objectives

1.1 This policy aims to:

1.1.1 Affirm the College's commitment to fostering a safe, inclusive and respectful learning and working environment, demonstrating zero tolerance for bullying and harassment, and supporting its safeguarding and duty of care obligations in line with relevant legal and regulatory requirements.

1.1.2 Define and clarify unacceptable behaviours, including bullying and harassment, providing clear examples to support understanding and promote consistent standards of conduct across the College community.

1.1.3 Provide accessible guidance and support pathways for students who experience, witness, or are accused of bullying or harassment, ensuring that concerns are handled fairly, sensitively, and in accordance with principles of natural justice.

1.1.4 Set out the College's procedures and collaborative approach, including partnership working with external agencies such as the Police and other relevant bodies, to ensure appropriate investigation, support, and resolution of incidents.

2. Scope

2.1 This policy is applicable to all students, staff and visitors to Christ the Redeemer College. If you are a member of staff and witness behaviour that you perceive to be inappropriate you should consult with your line manager and the designated safeguarding person. If following this consultation, you each conclude that the behaviour should be investigated further, the informal or formal stages of this procedure should be followed.

3. Definitions

3.1 The College defines harassment and bullying in the following way:

Harassment

3.2 A situation in which, on the grounds of their personal and/or protected characteristics, a person engages in unwanted conduct which has the purpose or effect of violating the other person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that other person. The reasonable perception of the other person of behaviour constituting harassment shall be considered.

3.3 Harassment can be 'one off' incidents or continuous behaviour. Examples could include:

- Verbal behaviour – jokes, suggestive or racist comments, unwanted demands for sex, name-calling or malicious gossip
- Non-verbal behaviour – non-co-operation, suggestive or aggressive looks, gestures or invasion of personal space
- Visual behaviour – display or transmission of pictures, graffiti or literature
- Physical contact – unwanted touching or assault
- Electronic communication – unwanted, malicious or suggestive e-mail, text messages or postings on social networking sites

Bullying

3.4 The misuse of power or position through on-going and persistent attacks - verbal, written, electronic, psychological, or physical – on an individual. The purpose of these attacks is to humiliate and undermine an individual's ability until he or she loses confidence and self-esteem. Examples could include:

- Isolation or exclusion from activities.
- Refusal to give credit for work undertaken.
- Teasing or calling names.
- Sending unwanted text, voicemail, or online messages.
- Public humiliation.
- Physical abuse.

Cyber-Bullying

3.5 The College recognises that social networking sites, mobile phones, and other web- based technologies can be used to bully or harass a student.

The College monitors social networking sites for references to Christ the Redeemer College and will invoke the procedure associated with this policy should there be any evidence of bullying and harassment. Complaints of bullying using mobile, or web technologies will be taken seriously. Even though there is no geographical location for such bullying or harassment, the College will take action if there is evidence that the alleged bullying or harassment results from the alleged perpetrator and the victim's relationship or contact at the College.

4. Policy and Procedure

4.1 Christ the Redeemer College is committed to ensuring that everyone is equally valued and treats one another with respect. The College will inform all students, staff and visitors that all types of harassment and bullying are unacceptable. College's Safeguarding lead is responsible for dealing with cases of harassment and bullying – both to address the behaviour of the alleged bully and to provide support for the victim. All staff and students are responsible for supporting victims and for referring them to support services within the College.

4.2 We encourage people who experience harassment and bullying to take appropriate action to prevent further occurrences and will support them in this action. All complaints about harassment and bullying are taken seriously and will be dealt with quickly and with respect for all people involved. Harassment and any form of intimidatory or violent behaviour is potentially a breach of the law. The college works in close partnership with Metropolitan Police and will, when appropriate, either suggest that victims report incidents to the police, reporting and support on the College website or do so directly via the Student Success Office.

4.3 We recognise that staff and students may need training in order to address behaviour that arises from ignorance and will provide anti-harassment training when necessary.

4.4 Complaints of harassment and bullying could come from the following sources:

- Informal complaints.
- Third party or 'witness' complaints.
- Counter-complaints.
- Formal complaints.
- Observation/incident report from any other staff member.

5. Informal Complaints

If you are making a complaint

5.1 Quick action can often lead to a problem being solved informally between those involved in a situation where someone perceives that they have been harassed or bullied. All those involved should make every effort to resolve a situation quickly and informally wherever possible. If you request a meeting with someone with a view to resolving the issue informally you should make it clear to this person that you are taking an informal approach to the matter.

5.2 Sometimes it is not appropriate to take an informal approach. However, it should always be considered before more formal action is taken. If you feel you have been harassed or bullied, you do not need to take action alone. Under the informal stage of this procedure, you may seek support from a friend or colleague, your personal tutor, the student representative, the college chaplain, or any member of staff with whom you feel comfortable.

5.3 You should also consider how you want to approach the alleged perpetrator. You may choose to meet with them, accompanied by one of the people listed above. If the situation is not resolved, you may have no alternative but to take formal action. If this happens you should keep a record of any incidents including dates, times, location, names of individuals involved, (including witnesses), action you have taken and ways in which your life has been affected by the situation.

If a complaint is made against you

5.4 No matter how trivial the complaint may seem, you should take it seriously and make every effort to resolve the complaint. You should not automatically feel that the complaint is your fault or that there is nothing you can do about it. You can receive help and support from the same people as those listed earlier in this section. You should respond positively to a request from the complainant to meet or speak about the complaint and seek an amicable and mutually acceptable solution. This informal stage may solve the problem. If it does not, the complainant may take the complaint to the formal stage of the procedure. If you have been guilty of bullying and harassment you may face disciplinary action and possible police involvement.

Third Party or 'Witness' Complaints

5.5 If you are a student and witness behaviour that you perceive to be inappropriate you should consult with your tutor or any member of staff that you trust. Advice can be sought from Human Resources or Compliance, who oversees safeguarding in the college.

Counter-Complaints

5.6 If an alleged perpetrator, following a complaint, makes a counter-complaint, the two complaints may be investigated separately or simultaneously. The College administrator undertaking the investigation will make a judgement about the appropriate course of action according to the extent to which evidence, witnesses etc. are the same in both cases.

6. Formal Complaints

6.1 If an informal approach has not been possible, or is seen as inappropriate, you should make a formal complaint to your Director of Studies or Head of Schools. Your tutor can

6.2 provide you with their details if you are unsure. You may have support in writing a complaint from your tutor or a member of the Student Representative Council. On receipt of this complaint the Heads of School or Director of Studies will commence an investigation in line with the Code of Discipline and Student Disciplinary Procedure.

6.3 The information that is used when making the investigation conclusions will be made available to the alleged perpetrator (except when the information is of a confidential or personal nature). Once the investigation is completed, the investigator will notify each party of the outcomes – within two days. If he or she concludes that disciplinary action should be taken the student disciplinary procedure will be invoked immediately.

6.4 Either party has the right to appeal if they feel the process of the investigation was not carried out in accordance with the policy and procedures to prevent harassment and bullying of students. Appeals should be lodged with the Academic Dean within 5 working days of notification of the outcome of the investigation. The Appeal will be conducted using the College's Appeals procedure.

7. Complaints Against a Member of Staff

7.1 If the complaint of bullying or harassment is against one of the above the informal stages of this procedure may apply. However, if a formal complaint about bullying or harassment by a member of staff is received this will be dealt with under the guidelines for conducting staff investigations and in consultation with Human Resources.

8. Monitoring and Evaluation

8.1 This policy will be reviewed every 2 years or earlier if there are any regulatory changes. Incidents reported under this policy will be monitored by

Compliance and reported annually as part of the Safeguarding Report to the Senior Management Team which will be responsible for developing action plans to address issues.