

POLICY ON SECURITY, DISCRIMINATION, BULLYING AND HARASSMENT

1 INTRODUCTION

The College recognises its obligation to promote and provide a safe and secure environment for staff, students and visitors whilst in college.

The College recognises the specific needs of young people, vulnerable adults, people with disabilities, minority ethnic and other groups in society that suffer discrimination, bullying and harassment based on their religion or beliefs, sexual orientation or transgender identity and who might be especially vulnerable. (see Annex 1 for the definitions of bullying and harassment).

2 POLICY STATEMENT

- 2.1 The College is committed to providing a safe, supportive environment in which people are treated with equality, dignity and respect and within which they can prosper and that protects them from harm, abuse and exploitation.
- 2.2 The College is equally committed to providing staff with an environment in which they can work together to encourage and develop an ethos which embraces difference and diversity and respects the rights of others.
- 2.3 The College reserves the right to conduct searches for drugs, alcohol and offensive weapons.
- 2.4 The College reserves the right to implement the disciplinary procedures and to exclude students found to be in breach of the Student Code of Conduct and/or College regulations.
- 2.5 The policy will, at all times, take due cognisance of current legislation and relevant guidelines as identified in Annex II.
- 2.6 This policy should be read in conjunction with other policies and procedures designed to safeguard students and staff and in particular the following Policies, Codes and Charters:
 - Equality
 - Health & Safety
 - Physical Intervention
 - Protecting Young People & Adults at Risk & Safeguarding Staff.
 - Harassment at Work
 - Student Code of Conduct
 - Student Charter
 - Computer, Internet and E-mail Access

- 2.7 It is the intention of the procedures associated with this and the other linked policies to ensure that the appropriate action is taken immediately where an incidence of bullying or harassment or an incident which could endanger others takes place.

3 KEY GUIDING PRINCIPLES

The College adopts a proactive approach to prevent inappropriate behaviour and strives to ensure that everyone understands the boundaries of appropriate behaviour by

- 3.1 Taking reasonable steps to provide both a physical, cultural and online environment which ensure the care and protection of staff, students and visitors of all backgrounds.
- 3.2 Ensuring that all staff and students understand their legal obligations to respect others and to promote equality.
- 3.3 Ensuring all staff with potentially unsupervised access to young people and vulnerable adults are PVG scheme checked and deemed fit to work with them and that all staff undertake appropriate child protection and safeguarding training.
- 3.4 Being pro-active in promoting good lines of communication and ensuring where appropriate that staff, students, visitors, contractors, children, parents and carers are familiar with the College's security, care and safeguarding and child protection procedures.
- 3.5 Developing the knowledge and experience of staff and students to work online responsibly and safely and by providing firewalls and filters on all PCs connected to the Internet.
- 3.6 Providing opportunities for staff to develop their skills and knowledge in relation to security, care and protection of students.
- 3.7 Ensuring that members of staff understand the obligation to report discrimination, bullying, harassment, care or protection concerns.
- 3.8 Implementing a systematic means of recording, reporting and monitoring reports of violence, discrimination, bullying, harassment, care or protection concerns.
- 3.9 Providing support for staff or students who are involved in an investigation or referral under this policy.
- 3.10 Working effectively with key partners and other agencies. A list of agencies can be found at Annex III.

4 GUIDANCE AND SUPPORT

- 4.1 College policies are published on the College website and the College portal.
- 4.2 The procedures for reporting and recording allegations of bullying and harassment, including by electronic means, are widely publicised in a variety of publications and on the website.
- 4.2 The College provides relevant and appropriate staff development opportunities related to health and safety, security, managing behaviour, dealing with aggression and the care and protection of students.
- 4.3 It is recognised that, on the rare occasion, College staff, having a duty of care to their students, may have to take reasonable steps to deal with individuals who demonstrate violent or severely challenging behaviours that require urgent action to prevent harm. The College's Policy and Guidelines on Physical Intervention give guidance to staff. At all times the personal safety of those involved in the situation is the paramount consideration.
- 4.4 Through Health & Safety procedures and the issue of personal protective equipment (PPE), the College ensures a safe working and learning environment for staff and students. Where required, PPE must be worn or the activity cannot be undertaken.
- 4.5 Through the Student Code of Conduct and the Student Charter, the College provides guidance to students in relation to positive behaviour in and around the College and highlights behaviours which will not be tolerated including:
- Non-compliance with Health & Safety procedures, including the wearing of personal protective clothing;
 - Bullying, harassment or aggressive behaviour of a physical or verbal nature;
 - Wearing of inappropriate clothing inside the building, including team colours, hooded tops or skipped caps;
 - Inappropriate use of communication systems, photography and digital images;
 - Taking of / being under the influence of / carrying of drugs and alcohol;
 - Carrying of offensive weapons or bringing offensive weapons on to the College campus;
 - Spitting;
 - Smoking outwith the designated area.
- 4.6 The college shares this policy and associated policies and codes of conduct and good practice with appropriate service providers.

5 PROCEDURES

- 5.1 All members of staff and members of contractors' staff who are regularly on campus are PVG scheme checked before appointment.
- 5.2 All members of staff undertake Child Protection and Safeguarding training on commencement of employment.
- 5.3 Members of staff are bound under the College's Equal Opportunities Policy to challenge unacceptable language, behaviour or attitudes. All allegations of such behaviour, including any incidents relating to violence, bullying, harassment, discrimination, child protection, physical intervention and student discipline must be reported to senior management using the appropriate reporting documentation. Such reports will be investigated and appropriate action taken if the allegations are substantiated.
- 5.4 The Student Code of Conduct, the Student Charter and the Disciplinary Procedures are widely publicised at the start of term and additional copies are made available on request. On enrolment, students must sign to confirm that they will abide by the Student Code of Conduct and College regulations.
- 5.5 Staff and students are issued with photo ID and are required to carry their ID card whilst on campus.
- 5.6 Visitors are required to sign in and out at reception.
- 5.7 Contractors must sign in and out at the Facilities Department and must supply risk assessments and method statements for any work being undertaken.
- 5.8 CCTV is installed and in use throughout the campus. CCTV footage is stored on a hard disk.
- 5.9 Procedures for dealing with violence, bullying, harassment, discrimination, child protection, physical intervention and student discipline, detailed in the relevant policy documents and good practice guides, are regularly reviewed and impact assessed by the manager responsible for the policy.
- 5.10 Firewall and filtering software is installed across the College network and students are made aware of safe web surfing and social networking practices.
- 5.11 Risk assessments are undertaken in line with the requirements of the Health & Safety Policy and the Child Protection & Safeguarding Policy.

6 RESPONSIBILITIES

- 6.1 The Board of Management has overall strategic responsibility for the security of staff and students.

- 6.2 A senior member of staff is designated with overall responsibility for each relevant policy, including review and impact assessment.
- 6.3 Under the Health & Safety Policy all members of staff have a duty of care towards themselves, their colleagues and their students to maintain a safe working environment.
- 6.4 Under the College's Equal Opportunities Policy all members of staff have a duty to challenge unacceptable language, behaviour or attitudes and to promote race equality.
- 6.5 Under the Protection of Children & Vulnerable Adults and Safeguarding Policy all members of staff have a duty to report any concerns to the Child Protection Co-ordinator.
- 6.6 The Disciplinary and Appeals Procedures outline the specific responsibilities of different members of staff at each stage of the process.
- 6.7 Only members of the College Management Team have the right to initiate a search of a student's clothing or belongings. If such a search is being undertaken by College staff, two members of staff must be present.
- 6.8 Having signed the College enrolment form, all students are bound to abide by the College's rules and regulations and to comply with the requirements of the Computer, E-mail and Internet Access Policy and the Student Code of Conduct and with the obligations of the Student Charter.

ANNEX I

DEFINITIONS OF BULLYING & HARASSMENT

Bullying

Bullying is defined as malicious, insulting, offensive, intimidating behaviour or the use of insulting, offensive or intimidating language. Bullying is an abuse of power through means intended to injure, undermine, or humiliate another person. It can take place between staff, students, visitors or contractors of the College.

Harassment

Harassment is unwanted conduct relating to race, colour or ethnic / national origins, ability or disability, sexual orientation, sex or gender reassignment, marital status, religion or belief, age or any other personal characteristics.

This unwanted conduct has the purpose of intimidating, humiliating or degrading another person; or is conduct that could reasonably be considered by that person to have violated his or her dignity or created an environment that is intimidating, hostile, offensive or degrading, even if this effect was not intended by the person responsible for the conduct.

For example, the following types of behaviour will not be tolerated:

- aggressive behaviour
- making threats
- use of intimidating language that is radical, sectarian, sexist, racist, ageist or homophobic
- unwelcome sexual remarks, wolf-whistling, jokes, innuendo or teasing
- display of pin-ups, pornographic photos, offensive material or graffiti
- wearing of clothing that is considered threatening eg hoods or caps that cover the face, team colours etc
- unwelcome physical contact or sexual advances
- transmission of offensive materials or statements via electronic means (email, text, telephone, mobile phone, fax, social networking sites) or through the post
- taking of photographs with a camera or mobile phone on College campus without permission
- undignified or less favourable treatment, ridicule or exclusion
- spreading of malicious rumours
- stalking
- abuse or misuse of power or position intentionally to intimidate or belittle
- victimisation or less favourable treatment of someone who has brought proceedings, given evidence of or complained about harassment or discrimination

A N N E X I I

RELEVANT LEGISLATION AND GUIDELINES

This policy and associated procedures have been drawn up in accordance with current legislation and principles derived from the following:

- Race Relations Act 1976 and the Race Relations Amendment Act 2000
- Equality Act 2006
- Disability Discrimination Act 2005
- Sex Discrimination Act 2008
- Health & Safety at Work Act 1974
- Additional Support for Learning [Scotland] Act 2004
- Human Rights Act 1998
- Anti-social Behaviour Legislation
- 'It's everyone's job to make sure I'm alright' – Scottish Executive, November 2002
- Legislation outlined Annex C of 'Protecting Children and Young People: Framework for Standards – Scottish Executive, March 2004
- Protecting Children: A Shared Responsibility: A Guidance on Inter-agency Cooperation – Scottish Office, 1998
- Protecting Children and Young People: Framework for Standards – Scottish Executive, March 2004
- Protecting Children and Young People: The Charter – Scottish Executive, March 2004
- The Age of Legal Capacity [Scotland] Act, 1991
- The Children [Scotland] Act, 1995
- The Data Protection Act, 1998
- The Police [Scotland] Act, 1997
- United Nations Convention on the rights of the Child, ratified by the UK Government in 1991
- Sexual Offences [Amendment] Act, 1998 [Section 3]
- Equality Act 2010
- Children and Young People [Scotland] Act-, 2014
- Section 26 of the Counter-Terrorism and Security Act 2015

ANNEX III

KEY AGENCIES AND PERSONNEL

- College local partnerships and networks.
- Social Work.
- Health – Doctors, Nurses, Therapists.
- Schools.
- Housing Officers.
- Community Police Officers.
- Youth Leaders.
- Staff who work in mental health or drug and alcohol services.
- The Reporter to the Children’s Panel.
- Local Voluntary Agencies.
- Looked-after Children Coordinators.
- Channel Scheme