



MAYFLOWER COLLEGE

Mayflower College Abusive Behaviour (Bullying and Harassment) Policy

All students, staff and homestay providers are expected to show respect to each other at all times. Mayflower College reserves the right to ask students or staff to leave due to misconduct (unacceptable behaviour). The following behaviour is not acceptable: harassment, bullying, actual or threat of violence, damage to personal property and verbal abuse based on racial, sexual, religious or other perceived differences.

Mayflower College values include: democracy, following the law, respect for individual liberty and mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

Mayflower College is committed to maintaining a safe and healthy environment for all staff and students, and this policy explicitly acknowledges that all forms of abusive behaviour are unacceptable. All staff and students have measures in place to report and/or respond to observed abusive behaviour.

Employees and students engaging in abusive behaviour will be subject to disciplinary action.

There is no single legal definition of abusive behaviour, but it can be defined as:

- emotional – being unfriendly, excluding, tormenting
- physical – pushing, kicking, hitting, punching or any use of or threat of violence (e.g. raising a fist)
- sexual – unwanted physical contact or sexually abusive comments
- verbal – swearing at someone, name-calling, sarcasm, spreading rumours, teasing
- cyber – all areas of internet, such as email and internet chat room issues
- mobile – threats by text messaging and calls
- misuse of associated technology e.g. camera and video facilities
- discriminatory - any conduct related to gender or gender reassignment, sexual orientation, gender reassignment, pregnancy, marital status, disability, age, race, nationality, religious belief or trade union membership that has the purpose or effect of either violating the dignity of an individual or creating an intimidating, hostile, degrading, humiliating or offensive atmosphere for an individual

If an individual uses or threatens violence, or is witnessed using abusive language to another person, they are to report it immediately to the General Manager and/or Director of Studies. Other patterns of abusive behaviour are less obvious and may need to be investigated.

How to react if **abusive** behaviour, bullying or harassment is suspect or reported:

- 1) Listen with attention and care, however seemingly trivial. Once it has been established that bullying/harassment has taken/is taking place, refer the incident to the General Manager and/or Director of Studies. They will consult and decide the next appropriate course of action.
- 2) In all proven situations of bullying and harassment involving staff and/or students, discipline procedures will be followed and action taken will depend upon the seriousness of the situation. If there is the possibility of some form of reconciliation (subject to the agreement of the victim) then it may be deemed appropriate that no further action be taken. However all incidents should be reported and stored securely.
- 3) Explain to the person acting unkindly that their actions are unacceptable and tell them the effect it has had on another/others.
- 4) Ask them to consider an appropriate way of putting things right and, if necessary support them in carrying out an apology.
- 5) Ensure that any apology / reconciliation is done with Mayflower College senior staff present so that it can be accurately recorded.
- 6) Alternatively, (and only if appropriate) bring both parties (bully and bullied) together for a "no blame" meeting. The aim is to clarify the situation through discussion and allow both sides to work out a solution that is satisfactory to them both. This should be recorded and signed by those present.
- 7) In the case of the student being under 18, the General Manager/Director of Studies will inform the parents of those involved what has happened and how it has been dealt with.
- 8) If, after this meeting, the bullying/harassment continues then it must be seen as deliberate or that the perpetrator (for example if suffering from fits of anger) is unable to control himself or herself. The General Manager / Director of Studies will take immediate action to protect the bullied person and will begin procedures to restrict the activities of the bully. Parents of any parties aged under 18 will be kept informed.
- 9) In the case of staff / students displaying any further incidents of bullying or harassment, disciplinary procedures will be followed, which may result in dismissal or in the case of students, returning to their home country.
- 10) Staff should undertake Prevent training and be aware of behaviour which may require intervention. Training available online at <https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

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