



Heart of England Training Ltd

Anti-Bullying and Harassment

Policy and Procedure 2022



1. Introduction

We believe that every employee and student has the right to a safe and secure environment in which to work, learn and achieve success. However, we recognise that bullying and harassment may take place and therefore this policy outlines our strategies for dealing with it.

The aims of our anti – bullying and harassment policy are: -

- To provide a safe and secure environment for everyone
- To encourage respect for the individual at all times
- To prevent bullying and harassment behaviour

2. Definition

Bullying and harassment is the exercise of power by one person over another involving repeated deliberate, threatening or hurtful behaviour of a physical, verbal or emotional nature.

3. Positive Action

Awareness raising of bullying and harassment is included in our work with employees and learners through: -

- Appraisals
- Curriculum work in the training centres
- Progress reviews
- One to one discussions
- Focus groups
- Visits to workplace

All opportunities will be used as and when it is appropriate to reduce bullying and harassment.

4. Procedures for Dealing with Bullying and Harassment

General procedures where bullying and harassment is suspected are: -

1. Staff availability

Staff, including managers to ensure their availability to listen and provide immediate support.

2. Incidents are investigated

Every incident is investigated as soon as possible. All those involved are interviewed individually to avoid intimidation and to produce an accurate report. All incidents are reported to the relevant manager.

3. Records are kept

The 'Equality, Diversity and Inclusion Leads' will keep records and incidents of bullying and harassment.

4. There is a response

- a) To the person doing the bullying and harassment - with sanctions related to the severity of the incident.
- b) To the person being bullied or harassed – with assurance that the situation is being dealt with.
- c) Staff will emphasise that the person is right to tell a member of staff if they are having bullying problems.

5. Review and follow up

Review and follow up will be carried out as appropriate to the situation.

All concerns are made aware of and helped to deal with the causes of bullying and harassment as well as the consequences of bullying and harassment. There is always a reason behind why a person bullies and harasses and part of dealing with an incident must be helping the person to realise why they do it and then helping them to stop, as well as supporting the victim

This policy is reviewed annually by the company directors.

Version: 13

Prepared by: Directors

Approved by: Governors

Effective date: September 2022

Review date: August 2022

Date to be reviewed: July 2023