



MORLEY COLLEGE LONDON

Anti-Bullying and Harassment at College – Policy and Procedure for Students

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| POLICY OWNER: | Head of Student Services |
| FINAL APPROVAL BY: | Policy Committee |
| Policy Category: | Student |
| Approved by Policy Committee: | November 2022 |
| Approved by Governing Body: | N/A |
| Review Date: | November 2026 |

regarded as safe and personal

Having rumours spread about them

Being ignored or left out

Being attacked because of their religion, gender, sexuality, disability, appearance, ethnicity or race

Being humiliated in public

Bullying and Harassment can take place in and out of College Centres and in online spaces.

5. Statutory

8. Implementation of Policy

8.1 Initial Reporting

If an individual feels that they are being harassed or bullied, they should not feel that it is their fault or that they have to tolerate it. The first stage of escalation is to speak to a member of staff. All Morley staff are trained appropriately in safeguarding and will make a record of your disclosure and contact the Safeguarding Team.

- 8.1.1 A member of the Safeguarding Team will contact the student within 48 working hours to arrange a time to discuss the problems/issues they are facing in more detail and provide support.
- 8.1.2 If the student decides they wish to make a formal disclosure the Safeguarding Team can advise them how to do this.
- 8.1.3 Students can disclose Bullying and Harassment incidents anonymously via the anonymous reporting form at <https://www.morleycollege.ac.uk/whisper-reporting/>
- 8.1.4 Please note, if students choose to make a report anonymously the College will not be able to update them on the progress of any resulting investigation/actions taken.

8.2 Formal disclosures

- 8.2.1 Formal disclosures should be made in writing to the Head of Student Services.
- 8.2.2 The disclosure must provide enough detail to enable the College to understand and investigate it. Where possible the written disclosure should include the following details:
 - Name of alleged harasser/bully
 - The nature of the behavior being disclosed
 - Date(s) and time(s) when the alleged harassment and/or bullying occurred
 - Names of any witness
 - Any action already taken to stop the alleged bullying and/or harassment
- 8.2.3 If assistance is required to articulate the disclosure, the Wellbeing Team can assist in confidence. They can be contacted via wellbeing@morleycollege.ac.uk
- 8.2.4 Both the individual making the disclosure of bullying and/or harassment and the alleged perpetrator have the right to be accompanied and represented at all stages of the procedure by a person of their choice, although this person should not be a legal professional.
- 8.2.5 If the individual making the disclosure or the alleged perpetrator are under the age of 18 their parent will be informed.

8.3 Formal disclosure process

- 8.3.1 The Head of Student Services or their designated nominee, will consider the disclosure and invite the individual bringing the disclosure within five working days of its receipt to meet with them. After this meeting, the Head of Student Services may decide that a hearing with the person against whom a disclosure was made is appropriate.
- 8.3.2 Action may be taken against students whose behaviour is considered to constitute gross misconduct. In such circumstances, a member of the Senior Leadership Team (SLT) has the power to temporarily suspend a student pending an investigation. Where appropriate, the power to temporarily suspend a student can be delegated to another College manager.

- 10.2 The Designated Safeguarding Lead/Vice Principal (Student Engagement) will report to the Audit Committee as required, any formal Bullying or Harassment disclosures that have been made (including via the Whisper Form) and provide an anonymised summary of disclosures and outcomes. The DSL/Vice Principal (Student Engagement) will report any disclosures that have been referred to the relevant external authorities.
- 10.3 The DSL/Vice Principal (Student Engagement) will submit an annual report to the Audit Committee on the steps the College has taken in the past year to implement this Policy.

11. Related References, Policies, Procedures, Forms and other Appendices:

[Student Support Policy](#)

[Student Disciplinary Policy](#)

[Safeguarding and Prevent Policy for Young People and Vulnerable Adults](#)

[Complaints Policy and Procedure](#)

[Staff Anti-Harassment and Bullying Policy](#)