



Bottle Green Training Ltd

Bullying and Harassment policy

Review and revision dates

Effective from:	Version	Description
April 2023	1.0	Original
June 2023	1.1	<p>Extra additions:</p> <ul style="list-style-type: none"> The term sexual identify as well as sexual orientation. Removal of learner to ensure the policy is generic and inclusive of all
January 2026	1.1	Policy Review: No amendments

Review Date:	Every 2 years: January 2027 or as legislation requires
Published:	Tutor/staff internal intranet Learner handbook
Actions:	All updated policies will be emailed to the employees.
Company Directors Signatures:	 

Bullying and Harassment policy

1. Overview

Bottle Green Training is committed to providing a welcoming and supportive environment in which everyone can flourish and thrive. We reflect a belief that harassment and bullying are not acceptable under any circumstances and that they are best prevented through the development of a training provider's ethos based on mutual respect, and the celebration of diversity, fairness, and equality.

2. Scope

Everyone has the right to feel safe in an environment which is free from bullying and harassment. This policy has been produced to support the development of an environment, including online (appendix A) in which harassment and bullying is unacceptable and the understanding of this is such that individuals have the confidence to complain, without fear of retaliation or accusation, in the knowledge that their concerns will be dealt with seriously, appropriately, and fairly.

3. Objectives

The objectives of the Policy are to:

- Identify and understand what bullying and harassment are.
- Provide a structure for handling complaints of harassment or bullying against individuals
- Ensure all incidents are dealt with in a consistent, fair, and appropriate manner.

4. What is bullying?

Bullying is behaviour by an individual or group, repeated over time, which is intended to hurt another individual or group either physically or emotionally. Bullying can take many forms, including face to face and online. Bullying is often motivated by prejudice against groups, for example on grounds of race, religion, gender, sexual orientation and/ or sexual identity. It can result in the intimidation of a person or persons through the threat of violence or by isolating them either physically or online.

Examples of bullying may include:

- Verbal and/or physical intimidation: threats, shouting, and/or sarcastic remarks, often in front of others
- Exclusion from groups or normal conversations
- Asserting a position of intellectual superiority in an aggressive, abusive or offensive manner
- Withholding information, criticism or spreading malicious rumours
- Causing physical harm.

This policy covers all types of bullying including:

Bullying related to race, religion or culture.

Bullying via technology – “cyberbullying”

Bullying related to SEND (Special Educational Needs or Disability).

Bullying related to appearance or physical/mental health conditions.

Bullying related to sexual orientation and/or sexual identity

Sexist, sexual, and transphobic bullying.

5. What is harassment?

Harassment is any unwanted physical, verbal, or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading,

humiliating or offensive environment for them. A single incident can amount to harassment.

It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

Unlawful harassment may involve conduct of a sexual nature (sexual harassment), or it may be related to age, disability, gender reassignment, marital or civil partner status, pregnancy,

or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation and/or sexual identity. Harassment is unacceptable even if it does not fall within any of these categories.

Examples of Harassment may include:

- unwanted physical conduct or "horseplay", including touching, pinching, pushing, and grabbing.
- unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless).
- offensive e-mails, text messages or social media content.
- mocking, mimicking, or belittling a person's disability.

An individual may be harassed even if they were not the intended "target". For example, they may be harassed by racist jokes about a different ethnic group if the jokes create an offensive environment.

6. If you are being harassed or bullied

If you are being harassed or bullied, consider whether you feel able to raise the problem informally with the person responsible. You should explain clearly to them that their behaviour is not welcome or makes you uncomfortable. If this is too difficult or embarrassing, you should speak to your tutor or liaison officer or line manager in clinical practice who can provide confidential advice and assistance in resolving the issue formally or informally.

If informal steps are not appropriate, or have not been successful, you should raise the matter formally.

All information gathered on individuals as part of the Bullying and Harassment Policy will be processed in accordance with the Data Protection Act 2018.

BGT will investigate complaints in a timely and confidential manner. The investigation will be conducted by someone with appropriate experience and no prior involvement in the complaint, where possible. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis. We will consider whether any steps are necessary to manage any ongoing relationship between you and the person accused during the investigation.

7. Formal allegations of Harassment should be made in writing and include:

- The Complainant's personal details (including staff or student registration/enrolment number if relevant)
 - An outline of the allegation (including dates, times, and places)
 - Details of the Alleged Harasser.
 - Details of any witnesses; and, if relevant
 - Details of any informal attempts which have been taken to resolve the situation and the outcome.

Students who wish to make a formal allegation against members of staff or students should be directed to the Code of Practice and the complaints procedure.

When the complaint is from a student and if the Alleged Harasser is a member of staff, the Investigating Officer shall inform the directors/Head of centre of the allegations and keep them informed throughout the process to enable the directors/Head of Centre to decide whether and when a separate staff procedure may need to be instigated.

Where an investigation finds that Harassment has taken place, this may result in disciplinary action under the relevant staff or student handbooks and procedures.



Appendix A

Cyberbullying Policy Statement



Cyberbullying may be defined as 'the use of electronic communication, particularly mobile phones and the internet, to bully a person, typically by sending messages of an intimidating or threatening nature

It can take a number of different forms:

threats and intimidation, harassment or 'cyber-stalking' (e.g., repeatedly sending unwanted texts or instant

messages), sexting (e.g., sending and receiving sexually explicit messages, primarily between mobile phones)

vilification/defamation, exclusion/peer rejection, impersonation, unauthorised publication of private

information/images and 'trolling' (abusing the internet to provoke or offend others online).

It can be an extension of face-to-face bullying, with technology providing the bully with another route to harass their target.

However, it differs from other forms of bullying in several significant ways:

- by facilitating a far more extreme invasion of personal space. Cyberbullying can take place at any time and intrude into spaces that have previously been regarded as safe and personal.
- the potential for anonymity on the part of the bully. This can be extremely distressing for the victim.
- the potential for the bully to play very rapidly to a larger audience so the scale and scope of cyberbullying can be greater than for other forms of bullying.
- through the knowledge that the data is in the world-wide domain, disproportionately amplifying the negative effect on the victim, even though the bully may feel his / her actual actions had been no worse than conventional forms of bullying information.

Cyberbullying and the Law

Bullying is never acceptable and BGT fully recognizes its duty to protect all of its members and to provide a safe, healthy environment for everyone.