



# Bullying and Harassment Policy

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Acculearn Training Limited

T/A

Cranbrook College

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ACCULEARN

**Reviewed:** 10<sup>th</sup> May 2018

**To be reviewed:** 11<sup>th</sup> May 2019

## Bullying and Harassment Policy

*Acculearn policy is not to tolerate violent or threatening behaviour for any reason.*

The following types of behaviour are not acceptable and will be treated as dismissible offences:

- Using violence or the threat of violence to steal someone else's property e.g. mobile phone, money, clothing, cigarettes, etc.
- Using violence or the threat of violence to make someone do something against their will.
- Shouting and making threats or gestures towards a staff member who has made a reasonable request e.g. to remove your hood, move from somewhere you are not supposed to be, or to stop swearing.

### Harassment

Harassment is where a member of staff or a learner feels that their dignity has been offended by actions which are intimidating to them on Acculearn's premises in the form of physical or verbal actions which make them feel uncomfortable, whether it is a once off action or it continues frequently.

The offended person can take out a grievance action against the 'accused' on the grounds of harassment. The harassment does not have

to be specifically based on gender, race, disability, sexual orientation or religion.

### Sexual Harassment

Acculearn do not tolerate any form of sexual harassment or inappropriate sexual behaviour towards another learner such as:

- Unwanted sexual touching
- Unwanted sexual advances i.e. coming on to another person after they have already told you they are not interested
- Use of sexual language towards another learner
- Talking about sex in a way that is offensive to others or makes them feel uncomfortable.
- Allegations of sexual harassment will be thoroughly investigated. Where learners are found to have engaged in sexual harassment they are liable to be dismissed from the programme.
- Learners, who engage in consensual sexual activity, while under the responsibility of Acculearn, will also be considered to be in breach of the Acculearn disciplinary policy and will be treated accordingly.