

# POLICY DOCUMENT

## Harassment and Bullying

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Name of Policy	Date Effective	Review Date	Signature
Learner Harassment & Bullying Policy	01/04/2022	01/04/2023	

### INTRODUCTION

FW Solutions Ltd will not tolerate bullying or harassment in any form. The rationale underlying this policy is a commitment to protecting all learners in the FW Solutions Ltd community from bullying and harassment in order to ensure a safe environment for learning. FW Solutions Ltd is committed to taking a proactive approach in preventing bullying and harassment and an active approach in responding to bullying and harassment when it occurs.

### DEFINITION

Bullying is behaviour which is intended to cause hurt, pain, suffering, humiliation, fear or degradation. Bullying tends to be mainly psychological, e.g. threats and criticism. Harassment tends to be mainly physical, e.g. intrusion into personal space and damage to possessions.

### Supporting Policies and Documents

- Domestic Abuse Policy
- Equality and Diversity Policy
- Safeguarding Policy
- Suicide Approach Policy
- Whistle Blowing Policy

### CORE PRINCIPLES

FW Solutions Ltd operates under an ethos in which every learner is safe from bullying and harassment.

All learners and their parents/carers should be made aware of the Bullying and Harassment Policy.

All learners should be made aware that when alleging bullying or harassment they will be given help and support and protected from victimisation.

Every member of FW Solutions Ltd staff has a responsibility to ensure that suspected bullying or harassment is dealt with promptly and fairly.

Every member of staff should be aware of what constitutes bullying and harassment and of the Bullying and Harassment Policy.

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Every member of staff should be aware of how to react to suspected cases of bullying or harassment.

### IMPLEMENTATION

The Policy will be implemented as follows:

FW Solutions Ltd will promote an ethos where every learner is respected by:

- Giving learners a voice
- Having clear statements of expectations and behaviour

FW Solutions Ltd will promote an ethos in which every learner is safe and free from intimidating behaviour by raising awareness of all members of FW Solutions Ltd on the issue of bullying and the company's attitude to it through learner induction.

FW Solutions Ltd will take measures to prevent bullying and harassment by:

- Discussing bullying and FW Solutions Ltd's policy and procedures during welcome and induction sessions with learners.
- Arranging supervision at high risk times and in high risk places to ensure that learners are protected from bullying.
- Ensuring regular dialogue with the delivery team to promote proactive strategies to keep learners aware of issues.
- Offering learners at risk of being bullied extra support and guidance.
- Making learners aware that members of staff want to be informed about any incidents and that action will be taken when bullying is reported.

FW Solutions Ltd will respond to incidents of bullying and has policies and procedures in place to steer its response and respond to incidents of bullying by:

- Accurately recording all incidents of bullying and monitoring the effectiveness of strategies to situations.
- Offering learners who are victims of bullying additional support and guidance.
- Taking action in respect of the perpetrators of bullying to ensure that they are clear that their behaviour is unacceptable.
- Working with those who bully others to enable them to address their behaviour, but always within the context of FW Solutions Ltd's disciplinary procedures; clarifying the extent of the problem and ensuring that appropriate resources are committed to address it.
- Raising the profile of bullying as an issue within FW Solutions Ltd to encourage learners to report incidences of bullying.

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FW Solutions Ltd will involve parents, carers or guardians and other professionals if necessary and appropriate and ensure vulnerable learners are properly protected by keeping parents, carers or guardians informed about specific incidents involving their child and ensure they are included in dialogue about ways to address the problem.

### **POLICY REVIEW**

Overall responsibility for this Harassment & Bullying Policy within FW Solutions Ltd and the implementation thereof lies with Sandra J Hardy, Managing Director.

This policy will be reviewed annually by Sandra Hardy, Managing Director, Rebecca Warden, Business Development Director and Janet Williams, Office Manager.

This Harassment & Bullying Policy is Version 1 and was adopted on 01/04/2022 and will be reviewed on 01/04/2023.