National Star
Realising the aspirations of people with disabilities

Working with National Star

Anti-Bullying, Harassment and Victimisation Policy Students and Service Users (Wales)

1. About this Policy

1.1 Although there is no legal definition of bullying, it can be described as unwanted behaviour from a person or group that is either:

- offensive, intimidating, malicious or insulting
- an abuse or misuse of power that undermines, humiliates, or causes physical or emotional harm to someone

1.2 Bullying might:

- be a regular pattern of behaviour or a one-off incident
- happen face-to-face, on social media, in emails or telephone calls
- happen at college or other college related situations
- not always be obvious or noticed by others

1.3 It's possible someone might not know their behaviour is bullying. It can still be bullying even if they do not realise it or do not intend to bully someone.

1.4 Examples of bullying could include:

- constantly criticising someone
- spreading malicious rumours about someone
- constantly putting someone down face to face or online
- excluding someone from a conversation, group activity or social event
- putting humiliating, offensive or threatening comments or photos on social media

For the purposes of this policy:

1.5 Harassment is defined as unwanted conduct with the effect of either violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person.

1.6 Sexual harassment is a specific type of harassment which involves unwanted conduct of a sexual nature or unwanted conduct on the grounds of a person's gender.

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1.7 Victimisation is the action of singling someone out for cruel or unjust treatment because you made or supported a complaint to do with a ‘protected characteristic’, or someone thinks you did.

1.8 Such behaviours can take many forms and are often motivated by prejudice against groups, for example on grounds of race, religion, gender, sexual orientation or disability or by actual or perceived differences. Bullying, harassment and victimisation involves an imbalance of power between the parties.

1.9 Bullying, harassment or victimisation are not tolerated by National Star. Students and service users must remember that everyone is different in their interpretation of ‘bullying’, ‘harassment’, and ‘victimisation’, and what may be acceptable to one person might not be acceptable to another. Bullying, harassment, and victimisation are defined by how the person feels and not the intention behind the behaviour

2. This policy should be read in conjunction with:

- Student Anti-Bullying Procedures
- Safeguarding Policy and Procedures
- Student Disciplinary Policy and Procedures
- Student Handbook
- Residents Handbook
- Prevent Risk Assessment and Procedure

3. This policy and associated procedures will:

3.1 Highlight to students, service users, families and carers, staff, governors, volunteers and other adults that bullying, harassment and victimisation are unacceptable and will not be tolerated by National Star.

3.2 Minimise the occurrence of bullying, harassment and victimisation.

3.3 Give all staff, governors, volunteers, students, service users, families and carers an understanding of what bullying, harassment and victimisation are.

3.4 Inform all staff, governors and volunteers of the procedure when such behaviours are identified or reported.

3.5 Inform students, service users, families and carers of what to do if bullying, harassment or victimisation occurs.

3.6 Illustrate how the organisation will support service users if such behaviour occurs.

4. Scope

4.1 This policy applies to all users of National Star including service users, students on short or specialised programmes, and residents.

5. Policy Statement

5.1 National Star is committed to providing a caring, friendly and safe environment for all students and service users, so they can learn and live in a relaxed and secure environment with a positive atmosphere.

5.2 Bullying, harassment or victimisation of any kind is unacceptable at National Star. If such behaviour does occur, all service users will be able to tell a member of staff and know that incidents will be dealt with promptly and effectively. Anyone who knows, or suspects, that bullying, harassment or victimisation is happening is expected to inform their manager or other relevant staff member.

6. The key priorities of this policy are:

6.1 That all students and service users of the organisation and other vulnerable people accessing National Star facilities are protected from harm.

6.2 That students and service users achieve their full potential.

6.3 That students and service users feel good about themselves and respect others.

6.4 That students and service users develop the essential personal and social skills to help them throughout life.

6.5 That students and service users become active citizens and participate in society.

6.6 To reduce bullying, harassment, victimisation behaviour within the National Star environment.

6.7 To foster an understanding of bullying, harassment and victimisation and the implications of such behaviours amongst all members of the National Star community.

6.8 To recognise and respond to peer-on-peer abuse including using social media, smart phone applications and other media.

6.9 To have effective procedures to investigate and deal with any reports of such behaviour.

6.10 To work in the best interests and where possible with the involvement of the victim.

6.11 To record, monitor and report incidents of bullying, harassment and victimisation.

6.12 To regularly review the effectiveness of prevention and responses to bullying, harassment and victimisation.

6.13 Radicalisation could be the result of bullying, harassment or victimisation. Through education and a curriculum that includes an understanding of the Prevent strategy, students and service users are protected from risks within college and the wider community. Learning and support strategies will be implemented to reduce the risks of radicalisation.

7. Relationship with other policies

- Safeguarding Policy and Procedures
- Student Disciplinary Policy and Procedures
- Acceptable Use Policy
- Equality, Diversity and Inclusion Policy
- Confidentiality Policy
- Behaviour Management Policy
- Dignity at Work Policy
- Student Handbook
- Prevent Risk Assessment and Procedure

8. Review

8.1 This policy will be reviewed annually by the Safeguarding Strategy Group in conjunction with the EWS and presented to the Board in line with the policy schedule.

Senior Manager responsible	Reviewed by	Approved by	Date approved	Next review date
Director of Learning and Support/Principal	Jojo Kingsbury-Elia	N Richardson (Governors)	23rd April 2025	March 2028

Procedures

9. Implementation

9.1 All reports of bullying, harassment and victimisation will be investigated and where appropriate action will be taken in consultation with the victim.

9.2 The National Lead Quality and Safeguarding has responsibility for disseminating anti-bullying, harassment and victimisation practice, taking action to prevent and investigate incidents of any behaviours that are reported as a potential safeguarding concern.

9.3 The Emotional Wellbeing Services (EWS) support students to modify behaviour that results in others feeling targeted.

9.4 Peer-on-peer (child-on-child for 16-18 year olds) incidents will be fully investigated by the National Lead Quality and Safeguarding and EWS and appropriate action taken.

9.5 Residential and / or Programme Managers have responsibility for investigating reports of bullying, harassment and victimisation that are not reported as a safeguarding concern. With the National Lead Quality and Safeguarding and EWS team, they will ensure victims at National Star receive appropriate support.

9.6 A LINK Governor will have responsibility for the implementation of this policy as part of the Safeguarding Strategy Group.

9.7 Where appropriate, National Star disciplinary policies will be used.

9.8 All staff are responsible for reporting bullying, harassment and victimisation should they see it or suspect that it has occurred.

10. Support, Advice and Communication

10.1 Students and Service Users can obtain advice and support in implementing this policy and associated procedures from the National Lead Quality and Safeguarding, Emotional Wellbeing Service, their Personalised Learning Co-Ordinator (Tutor), Keyworker and Residential or Programme Managers.

10.2 All students, residents and staff will be informed about the policy and associated procedures during induction and through the student handbook and residents handbook.

10.3 This policy will be published on the National Star website.

11. Advice to Staff

What do I do if I encounter bullying, harassment and victimisation?

11.1 You have a responsibility to challenge any and every incidence of bullying, harassment and victimisation. You must report it to a line manager.

11.2 All instances of bullying, harassment and victimisation are a serious matter. However, if the degree of the behaviour is seen to place anyone in the position of *harm* then it must be dealt with as a safeguarding issue and should be reported to the Safeguarding Officer or DSL (see Safeguarding Policy).

11.3 Where bullying, harassment and victimisation has been identified, it must be raised at an individual level with a line manager to identify who, within the wider multidisciplinary team should be involved to support students and service users involved. Specialist help may be required through liaison with colleagues such the EWS team, and a review should be held after a set period.

11.4 Challenging the perceived Bully – be certain about the known facts, protect the perceived victim, make clear the behaviour is unacceptable and why; positively reinforce non-aggressive behaviour. Most importantly, promote a non-bullying culture and environment.

12. Advice to Students (see Students' Handbook) *

12.1 If you feel you are being bullied in person or online, tell someone. Never keep it to yourself. Everyone at the college has the right to feel safe.

12.2 Talk to the staff or a manager so that together we can try and make your time at college a safe and bully-free experience.

12.3 If you are doing something to someone else that is seen to be threatening or makes him/her/them feel upset or scared, then you need to be aware of how your behaviour could be seen as bullying.

12.4 At National Star College, we take this issue very seriously and staff will try to do all they can to make you feel safe.

12.5 Sometimes the threats are so serious that we must involve someone else, such as the Police. You may be asked to leave or be suspended from college so that we can support the person being hurt.

12.6 Staff or any person with an appropriate concern for young people at the college, should address seriously and consistently any incidence of bullying, harassment and victimisation. If the college is to deal effectively to prevent this abusive behaviour, staff and other interested parties must accept their responsibility to both report and ensure that such behaviour is challenged and young people are kept safe.

*Students will develop a video and easy read resource through learner voice activities to ensure this policy is inclusive for all members of the National Star community.