Anti-Bullying and Harassment Policy

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Riverside Training always strives to promote positive behaviour and encourage good relationships between learners, employers and staff. In spite of this, it is accepted that some bullying and harassment incidents will still occur. Harassment and bullying both involve behaviour which harms, intimidates, threatens, victimizes, offends, degrades, humiliates or undermines dignity at work.

Harassment tends to focus on gender, race, ethnic background, colour, religion or belief, sexual orientation or disability. Harassment may be a single incident or a series of incidents. Bullying is repeated inappropriate behaviour, direct or indirect and by one or more persons which undermines an individual's right to dignity.
Harassment may be defined as any conduct which is:

- Unwanted by the recipient
- Is considered objectionable
- Causes humiliation, offence, distress or other detrimental effect.

Bullying includes but is not limited to:

- Conduct which is intimidating, physically abusive or threatening
- Conduct that denigrates, ridicules or humiliates an individual, especially in front of colleagues
- Humiliating an individual in front of colleagues
- Picking on one person when there is a common problem
- Shouting at an individual to get things done
- Consistently undermining someone and their ability to do the job
- Setting unrealistic targets or excessive workloads
- "Cyber bullying" i.e. bullying via e-mail or social media
- Setting an individual up to fail e.g. by giving inadequate instructions or unreasonable deadlines

It is the responsibility of the Riverside Training and the relevant employer and everyone associated with the Riverside Training to eradicate bullying and harassment by ensuring the development of a caring and supportive ethos. This document provides details on dealing with such incidents of bullying and harassment.

The aims in managing incidents of bullying and harassment are:

- To provide a secure environment in which learners/staff can report incidents confidently
- To show all learners, staff, employers and, where appropriate, parents that bullying is taken seriously to enable LDCs to respond calmly and consistently to bullying incidents
- To reassure learners/staff that Riverside Training will protect and support all parties whilst the issues are resolved
- To provide long term and positive programmes of personal development where it is required

Implementation of the Policy

Riverside Training will regularly emphasise to learners that bullying and harassment is not acceptable and that all incidents will be taken seriously.

Learners will also be encouraged to report incidents of bullying and harassment to a member of staff or their parents. Parents should raise any concerns they have with the LDC, employer or Quality Team/Designated Safeguarding Officer at the earliest opportunity.

All incidents of bullying and harassment will be taken seriously, investigated and appropriate action taken. Incidents will be dealt with speedily, fairly and positively. A written record will be kept of all incidents where further investigation is considered necessary – this record will include detail of the incident(s), the investigation and outcome.

If applicable parents will be informed at the earliest opportunity where an incident is considered serious enough to warrant further investigation or where there are repeated incidents of a minor nature.

Learners & employers will be made aware of the complaints procedure. Any complaints made through that procedure will be taken seriously and dealt with accordingly.

Advice and support will be offered to the bullied individual.

All staff, teaching and non-teaching, will be vigilant and deal with all observed incidents of bullying, even where the bullied individual has not reported the incident.

Monitoring & Review

This policy is reviewed annually

Current Review Date	July 2026
Next Review Date	July 2027

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