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OF ESTATE MANAGEMENT

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# Anti-Bullying and Harassment

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## Procedure for Students

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# Anti-Bullying and Harassment Procedure for Students

## 1. Introduction

University College of Estate Management (UCEM) is committed to creating and sustaining an inclusive and accessible learning environment, which is free from bullying or harassment.

Bullying and harassment in any form is unacceptable (including being a bystander to bullying and/or harassment), and will not be permitted or condoned. The aim of this procedure is to ensure that bullying and harassment does not occur and, if it does occur, to ensure that appropriate procedures are readily available to resolve the problem and to prevent recurrence.

[UCEM Terms and Conditions of Contract and the Disciplinary Policy and Procedure](#) set out that UCEM will not tolerate conduct that leads to any form of bullying and harassment. Students are expected to comply with these Terms and Conditions of Contract and the Disciplinary Policy, and to assist in the promotion of a good working environment free from any form of bullying and harassment.

Bullying and harassment can affect the health, integrity, confidence, morale and performance of those affected, including those who witness or know about such behaviour.

All complaints of bullying and harassment will be treated seriously, and will be thoroughly investigated. Disciplinary action, as outlined in the [Disciplinary Policy and Procedure](#), can be taken in cases where bullying and/or harassment have been proved. Equally, UCEM can take disciplinary action against anyone proved to have made a malicious allegation under this procedure.

Cases involving an alleged criminal offence, such as physical and sexual assault, will be reported to the police. In such cases UCEM will take no action (other than suspension, if considered necessary) until the outcome of any criminal investigation is known.

## 2. Definitions

The Advisory, Conciliation and Arbitration Service (ACAS) suggests the following:

- **Bullying** can be defined as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.
- **Harassment** can be defined in general terms as unwanted conduct affecting the dignity of men and women. It may be related to age, sex, race, disability, religion, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient.

For the purpose of this document, UCEM will use the above definitions when referring to bullying and/or harassment.

Bullying and harassment can be experienced by a group of people as well as by individuals. This procedure recognises this, and where the singular is used, it is accepted that the circumstances may also be applicable to a group of people. Bullying and harassment can also be carried out by a group of people against an individual.

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## 3. Criteria

This procedure is applicable to all UCEM students and apprentices. Bullying and/or harassment can manifest itself physically or in conversation, or it can take place using technology. Many different behaviours can constitute bullying and/or harassment. Please see Appendix A for a list of behaviours which UCEM deems unacceptable. Certain factors may make students more vulnerable to bullying and/or harassment- please see Appendix B for a list of these factors.

## 4. Procedure

### 4.1 What the procedure is

UCEM will adopt a clear and consistent approach when investigating all allegations of bullying and harassment. This approach will aim to ensure that the bullying/harassing behaviour stops, that the victim is kept safe, and that UCEM enforced their view that bullying and harassment are never acceptable.

If a student feels that they are being bullied and/or harassed, they should report the concern as soon as possible (no longer than 1 working day) by email to [safeguarding@ucem.ac.uk](mailto:safeguarding@ucem.ac.uk). The Safeguarding team will acknowledge receipt of the concern, and will investigate. Depending on the outcome of the complaint, the Safeguarding team will make recommendations for action. If any disciplinary action is recommended, this will take place following the process outlined in the [Disciplinary Policy and Procedure](#) and students will have the right to appeal. More detailed information about the bullying/ harassment procedure can be found in section 5 of this document.

### 4.2 Timescales

Bullying/harassment is suspected or occurs, and student reports this to the Safeguarding team.	Immediately where possible (always if there is a risk to health, safety or welfare), or within 1 working day when not possible.
Safeguarding team acknowledge concern	1 working day
Concern is investigated	The investigation will begin as soon as possible, and within no longer than 5 working days from the receipt of the complaint. UCEM aims to resolve all complaints as soon as possible, however some cases can be very complex and may require interviews from multiple students/staff. UCEM will endeavor to agree appropriate timescale for the completion of complaints with the complainant on an individual basis.
Outcome of concern is shared	The outcomes of cases will be shared with all parties within 2 working days of the completion of the investigation. If required, disciplinary action will be taken in line with the Disciplinary Procedure.
Right to appeal	If the student who raised the concern with the Safeguarding Team is dissatisfied with the response, they can raise a complaint directly with the Safeguarding Team using the <a href="#">Student Complaint Procedure</a> .

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	The student against whom any action is taken may appeal the decision, in accordance with the <a href="#">Student Appeals Procedure</a> . The Student Appeals Procedure outlines that any appeals must be raised within 10 working days of receipt of the outcome.
Review of procedure	This procedure will be reviewed at least annually by a member of the Safeguarding team. The updated policy will be presented to the Board of Trustees for approval.
Reporting	The Safeguarding team will report on cases of Bullying and/or Harassment as part of their monthly meeting. The SLT DSL will provide a report to the Board of Trustees as part of the six monthly compliance report.

### 4.3 Outcomes of the procedure- support/referrals

Dependent on the nature of the case, there may be several possible outcomes to cases of bullying and/or harassment (or where a complaint of bullying/harassment has been found to be vexatious). This might include:

- Informal discussion to attempt to resolve the issue
- Mediation
- Access to the VLE or other UCEM content being blocked as appropriate, for investigation or to protect the victim
- Instruction not to contact certain students or UCEM staff, either using UCEM platforms or on other platforms (such as personal email or social media)
- Changing of tutor groups
- Other appropriate disciplinary action as outlined in the Disciplinary Policy

### 4.4 Confidentiality

Confidentiality will be maintained as far as possible when investigating any known or suspected case of bullying and/or harassment, however all staff will act on the basis that the health, safety and welfare of UCEM staff and students are the overriding concern. The degree of confidentiality maintained will be decided by the need to protect the (suspected) victim. Victims of bullying and/or harassment should be aware that information will be passed on to appropriate UCEM staff members.

UCEM sets out its approach to data protection within its [Data Protection Policy](#).

### 4.5 Guidelines for Students

UCEM students have a responsibility to comply with this procedure, and to ensure that their behaviour towards other students and staff does not cause offence, and could not in any way be considered to be bullying or harassment.

Differences in culture, religious and political beliefs, attitudes and experience, or the misinterpretation of social signals can mean that what is perceived by the person experiencing the behaviour as bullying and harassment may not be perceived in the same way by others. It is important to be sensitive to the feelings and reactions of others and adjust behaviours as necessary.

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Students are responsible for reporting any known or suspected cases of bullying and/or harassment, towards themselves or another person, to the Safeguarding team. They can make this referral to Student Central, by contacting [safeguarding@ucem.ac.uk](mailto:safeguarding@ucem.ac.uk) or by contacting a trusted member of UCEM staff who will make the referral on their behalf.

Sometimes, it may be appropriate to suspend a student, or restrict their access to certain students or areas of UCEM (including the VLE) whilst an allegation of bullying and/or harassment is investigated. Students will be informed of this, and of timescales.

### 4.6 Support available

Victims of bullying- The Safeguarding team will offer support to all victims of bullying. They may offer this support in house, or may make referrals of more appropriate sources of support and guidance (for example a charity who supports victims).

Perpetrators of bullying- Perpetrators of bullying have the right to be accompanied to any disciplinary meeting by a representative of their choice (excluding legal representation). If a perpetrator of bullying remains as a student of UCEM, the Safeguarding team may recommend sources of support and guidance to the student to help them understand and change their behaviour.

## 5. Stages of the Procedure



# 6. Benchmarking/References

This policy should be read in conjunction with the following policies, procedures and guidance documents, which set out details that relate to key aspects of UCEM's approach to safeguarding:

- UCEM Code of Practice: Safeguarding and Prevent;
- Staff Safeguarding Code of Conduct;
- Safeguarding Procedure;
- Prevent Procedure;
- [Student Disciplinary Policy for Apprenticeship Students](#);
- [Apprenticeship Student Conduct Expectations](#);
- [Disciplinary Procedure for Apprenticeship Students](#);
- Online Safety Guidance;
- [Student Online Protocol \(A guide to using the VLE\)](#);
- UCEM Code of Practice Chapter: Student Appeals and Complaints
- [Student Complaints Procedure](#);
- Student [Appeals Procedure](#);
- [Terms and Conditions of Contract](#);
- UCEM Code of Practice Chapter: Disability and Additional Needs;
- [Privacy Policy and Data Protection Policy and Procedures, including Retention Schedule](#);
- [Freedom of Speech Policy](#);



# Appendices

[Appendix A- Bullying and Harassment List of Unacceptable Behaviours](#)

[Appendix B- Vulnerability to Bullying and Harassment](#)