



Calex UK Apprenticeships Programme

Incorporating

Stellantis, Volvo Cars, Mazda, and Porsche Apprentice Programmes

This policy is promoted to all staff during induction process and updates are promoted through quality meeting updates to ensure all staff are aware of changes. Apprentices are made aware of the importance of this policy and its content through their formal training, reviews, and on-line learning content.

BEHAVIOUR: ANTI-BULLYING & ANTI- HARRASSMENT POLICY

Effective for all staff, apprentices and external agencies/contractors working within Calex UK Apprenticeships.

Statement of Intent

Calex UK apprenticeships are committed to providing a supportive, friendly, safe, and positive environment so that apprentices can learn in a secure and inclusive atmosphere and get the most out of their experience on their apprenticeship programme. We are committed to valuing diversity and will not tolerate any form of harassment or bullying.

1.0 Body of Policy

Calex UK apprenticeship programme wants all apprentices to:

- Feel valued and treat each other with respect.
- Be aware of the Anti-Bullying Policy and feel supported in the event of raising any concerns.
- To report any form of bullying with the understanding that they will be fully supported in doing so.

Calex UK apprenticeships and its programmes take bullying and harassment very seriously and will act to stop it where it is reported.

All apprentices are to be made aware what our policy is on bullying and harassment and what they should do if incidences of this manner occur. This policy also incorporates our adherence to managing child-on-child abuse as our settings include 16–17-year-olds, classes as children in legislative guidance (KCSiE, 2023).

All staff should understand what bullying and harassment are and what this Anti-Bullying & Harassment Policy states.

Staff need to know how to deal promptly and effectively with incidents and allegations of bullying and/or harassment.

All staff, when applying this policy, must ensure that apprentices are not discriminated against or disadvantaged as a result of their race, religion, gender, or disability.

- Calex UK is committed to removing all types of discrimination including those based on:
- Gender (including transgender)
- Ethnicity
- Disability or Learning Difficulty
- Sexual Orientation
- Age
- Religion or Beliefs
- Cultural background
- Marital status or family circumstances
- Other relevant difference

2.0 What is Bullying & Harassment

Bullying and Harassment is when someone deliberately sets out to hurt another person.

Examples of bullying behaviour include, but are not limited to:

- Unwanted contact, assault, or gestures
- Derogatory remarks or malicious gossip
- Insensitive jokes or pranks
- Insulting or aggressive behaviours
- Ignoring or excluding the individual
- Public criticism
- Intimidation by, for example, aggressive or threatening behaviours
- Any other action or incident which the individual or group of individuals believes constitutes harassment or bullying.
- Offensive literature, pictures, graffiti, computer imagery
- Offensive text or phone messaging
- Cyber-bullying (offensive messages and images on the computer via e-mail or chat lines) including Facebook, WhatsApp or Snapchat/Instagram/TikTok.
- Criminal damage, taking or damaging a fellow student's belongings.

The actions listed above must be viewed in terms of the distress they cause the individual. It is the perceptions of the recipient that determines whether any action or statement can be viewed as bullying.

3.0 Cyber bullying

Cyber Bullying is any form of bullying which takes place online or through smartphones and tablets. Social networking sites, messaging apps, gaming sites and chat rooms such as Facebook, Xbox Live, Instagram, TikTok, Snapchat and other chat rooms.

3.1 Types of cyberbullying

Harassment - The act of sending offensive, rude, and insulting messages and being abusive. Nasty or humiliating comments on posts, photos and in chat rooms. Being explicitly offensive on gaming sites.

Denigration – This is when someone may send information about another person that is fake, damaging, and untrue. Sharing photos of someone for the purpose to ridicule, spreading fake rumours and gossip. This can be on any site online or on apps.

Flaming – This is when someone is purposely using extreme and offensive language and getting into online arguments and fights. They do this to cause reactions and enjoy the fact it causes someone to get distressed.

Impersonation – This is when someone will hack into someone's email or social networking account and use the person's online identity to send or post vicious or embarrassing material to/about others. The making up of fake profiles on social network sites, apps and online are commonplace and it can be difficult to get them closed.

Outing and Trickery – This is when someone may share personal information about another or trick someone into revealing secrets and forward it to others. They may also do this with private images and videos.

Cyber Stalking – This is the act of repeatedly sending messages that include threats of harm, harassment, intimidating messages, or engaging in other online activities that make a person afraid for his or her safety. The actions may be illegal too depending on what they are doing.

Exclusion – This is when others intentionally leave someone out of a group such as group messages, online apps, gaming sites and other online engagement. This is also a form of social bullying and a very common.

4.0 Racial Harassment & Discrimination

Race discrimination includes (Equality Act, 2010):

- direct discrimination
- indirect discrimination
- harassment

Direct discrimination – Discrimination is when someone is put at a disadvantage or treated less favourably because of:

- their race
- the race of someone they have a connection with – this is called 'discrimination by association'.
- their 'perceived' race, which means thinking someone is a certain race when they are not – this is called 'discrimination by perception'.

Indirect discrimination - when a working practice, policy or rule applies to everyone but puts a person or group at a disadvantage because of their race.

Harassment - Racial harassment is when someone experiences unwanted behaviour related to race. A common example is racist language.

To be harassment, the unwanted behaviour must have either:

- violated someone's dignity.
- created an intimidating, hostile, degrading, humiliating or offensive environment.
- Read the full definition of harassment.

Racial harassment can sometimes be a crime. For example, if someone has experienced a race hate incident like:

- physical or verbal abuse
- threats of physical violence
- online abuse
- damage to their property.

4.1 When race discrimination/harassment might not be obvious.

Discrimination is not always obvious and might not be noticed by other people. This can include:

- stereotyping people – having a fixed view of what someone's like or what they can do based on their race.
- microaggressions – small comments, questions or behaviours that are inappropriate or can cause offence, sometimes without the person who's doing it realising.

Examples of stereotyping and microaggressions could include:

- telling someone how good their English is – this suggests thinking the person would not speak good English based on how they look or where they're from.
- telling someone their name is too hard to say – this implies it's not worth taking the time to learn their name and suggests they do not fit in.

5.0 Hate Crime

Hate crimes are any crimes that are targeted at a person because of hostility or prejudice towards that person's:

- Disability
- Race or ethnicity.
- Religion or belief
- Sexual orientation
- Transgender identity

This can be committed against a person or property. A victim does not have to be a member of the group at which the hostility is targeted.

6.0 Child on Child Abuse – Post 16 setting (Apprenticeships)

Child-on-child abuse is (adapted from KCSiE, 2023): Inappropriate behaviours between children (under 18) that are abusive in nature including physical, sexual, or emotional abuse, exploitation, sexual harassment, all forms of bullying, coercive control, hazing/initiation rituals between children and young people, both on and offline (including that which is within intimate personal relationships).

Calex UK Apprenticeships adhere to legislative guidance from KCSiE (2023) with regards to child-on-child abuse (formally peer-on-peer abuse). We recognise the importance of taking proactive action to minimise the risk of child-on-child abuse, or harassment of any kind, and of creating a supportive environment where victims feel confident in reporting incidents. To achieve this, we will:

- Challenge any form of derogatory or sexualised language or inappropriate behaviour between peers, including requesting or sending sexual images.
- Be vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence with respect to boys.
- Be vigilant of the impact on apprentices and staff with protected characteristics.
- Ensure our curriculum helps to educate pupils about appropriate behaviour and consent.
- Ensure staff reassure those reporting abuse to feel safe and taken seriously.

Parents/carers will be advised of a case of child-on-child abuse where their child has been involved and the outcome of this in relation to their child.

The Designated Safeguarding Leads for Calex UK Apprenticeships will take the lead on investigating and monitoring any cases of child-on-child abuse. Any themes within this that are found will then be imbedded into the development of the curriculum to address these and remain pro-active and reflective in our safeguarding practices.

7.0 Guidance for Staff

All complaints about bullying should be taken seriously and treated sensitively. It is important to discuss possible/desirable strategies with the victim in the first instance and proceed as appropriate.

An investigation into bullying/harassment will be led by the Programme Manager and DSL supporting this. All elements will be recorded on the relevant platform (CPOMS) to ensure that this can be referred back to at any point.

After a complaint about bullying has been dealt with by the Calex UK Apprenticeship Programme the situation must be monitored to ensure that bullying does not recur, and the investigation should include a recommendation as to the person who will be responsible for monitoring the situation and the relevant timescale.

If an incident happens where the apprentice or member of staff thinks it could be harassment or bullying and the victim does not wish for it to happen again, it may be decided to resolve the problem informally. In some cases, it may be possible and sufficient to explain clearly to the person engaging in the unwanted conduct that the behaviour in question is not welcome, that it is offensive, debilitating and that it impacts negatively on the apprentice's life.

In circumstances where this strategy proves too difficult for the victim, staff should encourage the victim to seek support from their trainer, Apprentice Development Coach, member of the safeguarding team, or employer.

All parties need to be reassured that any incidents of bullying/harassment will not be tolerated.

As a result of the investigation there may be disciplinary action – as deemed appropriate.

Where serious harassment occurs, consideration will be given to the immediate separation of the complainant and the alleged harasser. In serious cases the alleged harasser may be suspended from their training week or programme, depending on the severity.

The victim will be asked to provide a statement to establish full details of what happened. A programme manager and/or DSO/DSL will then carry out a thorough, impartial, and objective investigation as quickly as possible. Those carrying out the investigation will not be connected with the allegation in any way. An investigation will be carried out quickly, sensitively and with due respect for the rights of both the victim and the alleged harasser.

The investigation will involve interviews with the alleged perpetrator and the student making the complaint. The alleged perpetrator will be given full details of the nature of the complaint and will be given the opportunity to respond.

The victim and the alleged harasser will have the right to be accompanied at any interviews. The victim will not be asked to provide details of the allegations repeatedly unless this is essential for the investigation.

Confidentiality will be maintained throughout the investigation. Where it is necessary to interview witnesses the importance of confidentiality will be emphasised to them.

When the investigation has been completed the victim will be informed as to whether their allegation is considered to be well founded.

If the allegation is well founded disciplinary action may be taken against the perpetrator and, depending on the circumstances and the seriousness of the complaint, this may result in exclusion for that person.

If the allegation is not well founded, consideration will be given to as to how both parties can continue to their apprenticeship programme but may result in a group move/adjustment to ensure there is no further allegations or incidents.

Calex UK Apprenticeships takes these matters very seriously. However, malicious complaints of bullying/harassment can have a serious and detrimental effect upon a member of staff or student. Any unwanted allegation of harassment, made in bad faith, can be deemed potential gross misconduct.

8.0 Support in addressing bullying & harassment.

Calex UK apprenticeship programmes recognise that making a complaint of harassment/bullying can be a distressing experience and that it may be difficult for apprentices to raise these sorts of complaints.

The apprenticeship programmes, academies and staff will use opportunities to promote our approach to handling bullying issues in a variety of ways including:

- Online learning modules (via Flick Learning)
- Classroom discussion
- Awareness Sessions

9.0 Behaviour Expectations – Apprentice Agreement

Calex UK apprenticeships set out clear expectations for behaviour, within the apprentice agreement and apprentices are expected to adhere to this throughout their programme.

Any concerns for behaviour will be addressed and managed to effective in the safeguarding and wellbeing of apprentices and staff alike. We are committed to providing a safe and inclusive community throughout all of the programmes.

10.0 Linked Policies

- Safeguarding Policy
- Safeguarding & Prevent Risk Assessment