

Hastings Business Training

Abuse and Behaviours Policy

Background

This policy is established to outline the HBT's commitment to Abuse and Behaviours of individuals and is intended to provide anti-bullying guidance and outline expected outcomes from staff and Participants.

Definitions

Bullying behaviour is defined as:

“Any behaviour that is unwanted, inappropriate, unsolicited and unacceptable to the person receiving it, causing them unease, stress, distress and a possible loss of self-esteem.”

It involves persecution of the victim through intimidating, unfair, sarcastic, physical, malicious or angry behaviour that causes them to feel uneasy or threatened.

Examples of bullying:

Electronic and Cyber Bullying, threatening or abusive text messages, emails, voicemails or posts. In the case of electronic bullying copies of the evidence will be attached to the Participant's Incident Report Form.

Emotional: Being unfriendly, excluding, and tormenting (e.g. hiding books, threatening gestures). Refusal to co-operate with others because of ability, physical appearance, colour, ethnicity, sexuality or gender.

Physical: Pushing, kicking, hitting, punching or any use of violence because of ability, physical appearance, colour, ethnicity, sexuality or gender.

Prejudices: This can be racism, or victimising those who have special needs or disabilities.

Sexual: Unwanted physical contact or sexually abusive comments.

Verbal: Name-calling, sarcasm, spreading rumours, teasing. The excuse of 'only joking' is not acceptable.

Scope

All participants enrolled with HBT will be covered and protected by this policy.

Statement of Intent

We respect the right of all HBT members to have full and open access to every aspect of their stay with HBT during the training period. We are committed to providing a caring, friendly and safe environment for all our participants, so they can learn in a relaxed and secure atmosphere. Discriminatory practices of any kind are unacceptable at our institution. If they occur, all participants should be able to tell the Administrator or Proprietor and know that incidents will be dealt with promptly and effectively. We are a listening establishment where every person matters' and everyone is safeguarded.

Responsibilities

The Individual Responsibility of Participants

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It is important that participants recognise the difficulties which staff may encounter in their efforts to ensure the effective implementation of the policy on combating bullying. In this regard participants are expected to:

- Report all incidents of bullying to the Administrator or Proprietor, that they feel comfortable with. The Administrator will record this as an Incident.
- Act in a respectful and supportive manner to other Participants, reporting any suspected incidents which the victim may be afraid to report.
- Refrain always from any behaviour which would contribute to the bullying of fellow Participants.
- Adhere to and promote the principles and practise of this policy.

The role of providers, sponsors, employers and other stakeholders

- Stressing to Participants the importance of sociable behaviour.
- Reporting any observations or concerns that they may have concerning either victims or perpetrators of bullying.
- Actively supporting the policy on eradicating bullying.

The Individual Responsibilities of Staff

- To embrace a whole-HBT approach that celebrates individuals and provides support for all participants.
- To be familiar with the HBT's anti-bullying policy, procedures monitoring and protocols through attending training events which HBT will provide on a regular basis.
- To recognise that the responsibility for dealing with bullying incidents rests with staff.
- To respond positively to the queries and concerns of providers, sponsors, employers and other stakeholders without delay.
- To keep written records of incidents on the HBT's Participants Incident Report forms available from the Administrator and to pass copies on to the Proprietor without delay.

Procedures

Report bullying incidents to a staff member. The staff member will complete the Participant Incident Report Form;

- Information recorded will be passed on to the Proprietor.
- The bullying behaviour or threats of bullying will be investigated by the Administrator and the bullying stopped quickly.

Outcomes

- The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
- In serious cases, suspension or even exclusion will be considered.
- If possible, the participants will be reconciled.
- After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.