



LONDON
COLLEGE OF
INTERNATIONAL
BUSINESS
STUDIES



Bullying and Harassment Policy and Procedure

<u>Effective from</u>	01/11/2018
<u>Date for review</u>	01/10/2019
<u>Created by</u>	Jennie Fisher, Student Services Lead
<u>Agreed by</u>	

Bullying and Harassment Policy and Procedure.

Scope and Purpose:

1. This policy relates to all students of LCIBS (hereafter referred to as 'the College'). The College has a commitment to ensuring all students are able to study free from bullying and harassment. The College also has a commitment to equality and diversity and promotes the fact that bullying and harassment are unacceptable. If any concerns are raised around bullying and harassment, the College aims to ensure that they will be dealt with appropriately and fairly.
2. Further information about the College's commitment to equality and diversity can be found in the Equality and Diversity Policy.

Definition of Harassment and Bullying:

3. Harassment and bullying can take many forms, ranging from ignoring a person or subjecting them to unwelcome attention, intimidation, humiliation, ridicule or offence. Physical violence can also feature. Bullying and harassment may not always be intentional, but it is always unacceptable.
4. Some forms of harassment and bullying that may occur include sexual harassment, racial harassment, harassment of those with disabilities, and harassment on the basis of sexuality.

LCIBS's Commitment and Expectations:

5. LCIBS, as part of its ongoing dedication to equality, diversity, and the student experience, believes that every student should study free from the fear of bullying and harassment. It is also believed that students should feel confident that they can raise an issue regarding bullying and harassment and have it dealt with appropriately, fairly, and seriously.
6. Allegations of harassment and bullying will be taken very seriously by the College and disciplinary action may be taken against the perpetrator in line with the seriousness of the offence.
7. LCIBS will ensure that any student who raises a genuine concern will not be victimised as a result.
8. Any allegation that is revealed to be falsified or malicious will likely result in disciplinary action in line with the seriousness of the offence. This would be considered to be gross misconduct and would be actioned in line with the LCIBS disciplinary procedures at a stage three.
9. Expectations of students are provided in the Student Handbook during the Induction day. These are explained and signed in agreement by the student. Any disregard for the agreement will be considered to be gross misconduct.
10. Any harassment and bullying that takes place online will be dealt with using the following guidelines, and may also be considered a breach of IT acceptable use and further disciplinary action may be undertaken. The IT Acceptable Use policy is provided during induction and is signed in agreement, and any breach of this document may be considered to be an act of gross misconduct.

Informal Complaint:

11. Students who experience harassment are encouraged to approach the Student Services Lead in the first instance, so that an informal mediation process can be attempted between the two parties. In the instance of an informal complaint that is not deemed to be a breach of law, mediation will be the first stage. It is hoped that the majority of issues can be resolved through this mediation process.

12. The member of staff who is approached with such an allegation should first establish the facts of the situation. The staff member should follow the guidance when dealing with a disclosure, mainly speaking in a confidential place and ensuring that factual information is gained. Once the facts are established, options can be offered to the student in regards to next steps. One of these options is the informal complaint procedure that will be detailed below.
13. Once the facts and context regarding the incident have been established and the student wishes to act within the realm of an informal complaint, there are a number of options available. The first option is to have a meeting with the harasser with the Student Services Lead, or another member of trusted staff, and to explain to the perpetrator the effect of their actions and how their behaviour was perceived.
14. If the above solves the issue, then no further action needs to be taken. The member of staff involved should record the details of the incident, the action taken, and the outcome. This information should be held by the Student Services Lead in a confidential manner for the period of six months.
15. If the above does not solve the issue or the student would like to take the matter further, the Formal Complaint procedure below will be enacted.

Formal Complaint:

16. If the Informal Complaint procedure does not resolve the issue, the student would like to take the matter further, the harassment is an accumulation of events, or the harassment or bullying was of a nature that borders on an illegal act, then the Formal Complaint procedure will be followed as detailed below.
17. A formal complaint of harassment should include the nature of the complaint, with reference to dates, times and places in relation to specific incidents. The names of any witnesses to the incidents should also be included. This should be submitted in writing and be signed and dated.
18. If a complaint is raised in this fashion regarding a fellow LCIBS student, then the Programme Lead and the Student Services Lead will assess the matter and discuss the situation with the complainant. They will then decide whether further action will be taken under LCIBS's Disciplinary Policy and Procedure, and / or whether the police should be informed.
19. If further action is undertaken in relation to LCIBS's Disciplinary Policy and Procedure then the procedures from that document will be followed under stage three for gross misconduct.
20. If the police are contacted, the perpetrator will be suspended from LCIBS for a period of seven days pending the outcome of the police investigation into the matter.
21. If a complaint is raised in this fashion regarding a member of LCIBS staff, then the Dean will assess the matter and discuss the situation with the complainant. They will then decide whether further action will be undertaken under LCIBS's Staff Disciplinary Policy and Procedure, and / or whether the police should be informed.