



## CTT

### TRAINEE ANTI-HARASSMENT & BULLYING POLICY

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## Trainee Anti-Harassment and Bullying Policy

This supporting information underpins CTT “Trainee Anti-Harassment and Bullying Statement of Intent” and offers information about:

- 1) Scope
- 2) Definition of harassment and bullying
- 3) Responding to bullying or harassment – what you can do a) Initial steps b) Informal action c) Formal Action
- 4) If a complaint is made against you
- 5) Closing the process

### **1. Scope**

The statement of intent applies to any trainee enrolled on the course with CTT.

- 2. Definition** It is important to note that harassment or bullying may take many forms including written and verbal as well as by email, phone or via social media and networking.

### **3. Responding to harassment or bullying.**

If you feel you are being harassed or bullied, do not feel that you must tolerate it, or that it is your fault. Harassment or bullying is most effectively resolved if it is dealt with as early as possible. If issues are ignored or allowed to escalate, problems can be more difficult to solve.

3a. *Initial steps*-The first step is to list your concerns. Before taking any action, whether informal or formal, we would encourage you to keep a diary and note:

- the date, time and place of any incident
- exactly what was said or done and by whom (including you)
- the context in which it was said or done,
- how it made you feel and the action you took (if any). You should also note the names of any witnesses who were present and retain any related documents such as texts, emails or messages posted on social media sites. This information will be relevant if you decide to make an informal or formal complaint at a later stage. At any time, you may wish to seek information, advice and guidance and this can be through the SCITT Lead a member of the Leadership and Management Committee, who can offer a confidential setting to explore the options - informal or formal - with you. Contact details for the Leadership and Management Committee can be obtained from Liz McKenna [lmckenna@ctt.ac.uk](mailto:lmckenna@ctt.ac.uk). No action will be taken on your behalf or without your consent.

3b. *Informal action* – steps you can take yourself If you wish to try to resolve the matter informally, options to consider include:

- Meeting with the alleged harasser or bully, making it clear you find their behaviour unacceptable and asking them to stop. In many cases, once the alleged bully or harasser is aware of the concerns, they readily alter their behaviour, not realising the behaviour had impacted on you in the way described and there are no further concerns.

- Asking a third party to talk to the alleged harasser or bully on your behalf. If contacting the alleged harasser or bully on your own seems daunting a member of CTT staff may be able to accompany you and/or facilitate the meeting.
- Writing to the alleged harasser or bully, outlining the problem and explaining your feelings. On receipt of a letter an individual might want to discuss your concerns with you directly, so you should be prepared for this possibility. If you decide to take informal action, ideally your approach should be assertive, confident and direct. Assertiveness is about upholding your own integrity and dignity, whilst also recognising the right of others to behave in the same way.

*3c. Formal Action* – steps you can work with CTT if you wish to take more formal action where:

- Informal action has been tried but has not been effective
- Informal action is felt to be inappropriate
- There has been a recurrence of previous harassment or bullying, or where a serious incident has occurred, you have the option of raising a formal complaint. You are strongly encouraged to talk through a formal complaint with the SCITT Lead of CTT. Any formal complaint will need to be made in writing and you will need to be aware that the complaint will be passed to the alleged bully or harasser once the formal procedure begins. You may feel that someone's behaviour towards you is particularly serious and/or you may feel intimidated or threatened. Please be aware that you are entitled to contact the Police directly to make a complaint. The Police may investigate and identify whether that behaviour is in breach of the law.

#### **4) If a complaint is made against you**

Someone who feels they are being bullied or harassed is often far more adversely affected than the alleged harasser or bully may realise, and s/he may not realise the impact they have had on an individual which may mean that their study and/or health is suffering. What is acceptable to one person may not be so to another. If a trainee believes you are harassing or bullying them, they may take informal or formal action in an attempt to resolve matters.

*Informal Action* The aim of an informal approach is to resolve the situation without recourse to formal action. The complainant may describe to you their experiences and feelings and provide you with examples of the behaviour that they feel were inappropriate. You are advised to look at the behaviour described and consider whether you can modify it. You should bear in mind that it is how the other person feels about the incident/s, not necessarily what you intended, that may lead to a complaint of harassment or bullying. If you are a trainee: you may wish to talk through the concerns with a member of CTT staff. If the person raising the concerns or you in reply want to meet, you can be accompanied by a friend or possibly a member of CTT Staff for support - remembering that the aim of the approach is informal, to hear the concerns, consider how your interaction with the individual is affecting them and how you may be able to modify your behaviour. If you are a staff member: you might be approached informally by the trainee themselves, or by another staff member facilitating consideration of the complaint. If it is the trainee making the approach, s/he may want to meet with you and you can seek advice and guidance from the Chair of the Board or SCITT Lead or, a member of the teaching Union. Please note that the aim of the approach is informal, to hear the concerns, consider how your interaction with the individual is affecting them and how you may be able to modify your behaviour.

*Formal action* If you are a trainee: a formal approach will be through the Disciplinary Procedure. You will be notified in writing (this will be by email) of the concerns and will be asked to either reply in writing, or to attend a disciplinary appointment to discuss the complaint with a Disciplinary Officer. You will be provided with information about the Disciplinary Procedure. If you are a staff member: the complaint will be passed to the Board of SCITT Lead for consideration through the relevant facilitated procedure.

## **5) Closing the process**

If you have made a complaint, informally or formally, you should be notified of the outcome. This will normally be to tell you if the complaint was 'upheld' or 'not upheld'. If upheld, you may be notified that appropriate action will be or has been taken. If your complaint was linked to an Academic Appeal, or to another formal procedure such as the Trainee Code of Conduct or as part of a wider formal Trainee Complaint, the outcome will also be passed to the relevant staff member and will be used to help inform those outcomes.

