



Optimum Skills
Limited

Anti-Bullying and Harassment Policy

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1. Background

- 1.1.1. Optimum Skills Limited strives to adopt the highest possible standards to ensure the safety and welfare of all learners and staff. It is the responsibility of everyone within Optimum Skills Limited to record and report any concerns they have immediately. The purpose of this policy is to ensure that Optimum Skills provide an experience for learners that is free from any kind of bullying or harassment.

2. Purpose

- 2.1.1. The purpose of this policy is to support the prevention of bullying of any type within an Optimum Skills environment. All stakeholders are aware that bullying will not be tolerated within Optimum Skills.

3. Scope

- 3.1.1. This policy applies to the whole of the Optimum Skills organisation, its employees, and learners.

4. Definitions

4.1. Bullying

- 4.1.1. Bullying is a behaviour from a person or group that's unwanted and makes someone feel uncomfortable, including feeling frightened, put down, made fun of and upset.

4.2. Harassment

- 4.2.1. By law, harassment is when bullying or unwanted behaviour is related to any of the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

5. Statement

- 5.1.1. Optimum Skills are fully committed to preventing the risk of bullying and harassment taking place whilst learners are in learning with Optimum Skills.
- 5.1.2. At Optimum Skills we will:

- Values all learners equally regardless of sex, race, disability, age, sexual orientation, religion or belief, gender reassignment, maternity, or because someone is married or in a civil partnership.
- Recognise the impact on learners who may be subject to bullying and we will work in order to reduce the risk of this happening.
- Promote the right that learners have to enjoy a secure and friendly environment in which they can learn in a safe and conducive environment.
- Treat all bullying as unacceptable.
- Ensure all instances of bullying are reported to the police, where appropriate.



Diane Shakespeare

Managing Director – Optimum Skills Limited

6. Responsibilities

6.1. All employees

6.1.1. All staff have a responsibility to:

- Embrace a company approach that celebrates individuals and provides support for all learners.
- Ensure a full understanding of Optimum Skills policy and seek advice from the DSPO team if you require any advice.
- Deal with incidents timely and diligently whether from parents, carers, learners, employers of other stakeholders.
- Keep written records of incidents.
- Educate all learners on bullying and harassment.
- Provide support mechanisms for individuals who have been bullied.
- Reduce the risk of factors that may influence bullying and harassment behaviour, for example, environment, supervision, routine and supervision, security etc.
- Communicate the policy effectively

6.2. All Learners

6.2.1. All learners have a responsibility to:

- Report all incidents of bullying to a member of Optimum Skills staff immediately.

- Act respectfully to all peers and Optimum Skills staff.
- Refrain from any behaviour which would contribute to bullying and harassment.
- Adhere to this policy and practices.

6.3. The Directors

6.3.1. The Directors have a responsibility to:

- Oversee the implementation of this policy across Optimum Skills.

6.4. The use of curriculum:

- 6.4.1. Ensure time is allocated in the curriculum to raise awareness of learners in bullying and harassment and ensure learners are confident in dealing with this.
- 6.4.2. Explain the importance of behaviour and promoting learners to be good role models.

7. The Process

- 7.1.1. Bullying and harassment must be reported to the line manager and then overseen by the DSPO. The individuals involved must be separated where possible or appropriately supervised until the outcome of the complaint is resolved and agreed actions are taken. In the instance that the victim or perpetrator is under 18 the learner's guardians must be informed and kept aware of the actions taken to resolve the issue.
- 7.1.2. Police may be notified in instances of harassment with the consent of the guardian of the child or the adult affected. Efforts to resolve low-level bullying must be made by educating the learners on the consequences of bullying and the bully's personal circumstances must also be considered to understand the reason for their behaviour support must be offered to help the learner if they themselves are vulnerable or a victim of abuse. This would be in addition to an appropriate disciplinary relative to the nature of the bullying or harassment.

8. Whistleblowing

- 8.1.1. Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. To ensure that we uphold high standards and quality procedures we encourage a culture of openness and accountability which is essential to safeguard both employees and learners from coming to harm.
- 8.1.2. This policy should not be used for complaints relating to your own personal circumstances, such as the way you have been treated at work. In those cases, you should use the Grievance Procedure or Anti-harassment and Bullying Policy as appropriate.
- 8.1.3. Whistleblowing reports must be disclosed to your line manager or in the event that this isn't appropriate the employee must report the suspected wrongdoing or danger at work to the company Directors.

9. Related Policies

- 9.1.1. Safeguarding
- 9.1.2. Equality and Diversity
- 9.1.3. Whistleblowing
- 9.1.4. Health and Safety
- 9.1.5. Preventing Radicalisation and Extremism