



HARASSMENT AND ANTI-BULLYING POLICY

DOCUMENT CONTROL	
Policy number	PDTT018 v1
Approval date	May 2024
Review date	April 2025
Policy owner	Head of Skills and Training Quality Coordinator
Scope: applies to who	All staff, learners, employers, and visitors



INTRODUCTION

This document provides a statement of PDTT's commitment to protecting the dignity of its learners and details the support available to learners who feel they are experiencing bullying, harassment, or discrimination. Definitions of these terms are provided, as well as examples of bullying and harassment. This guidance is applicable to all of PDTT's learners and works in conjunction with the learner's own workplace policies.

STATEMENT OF COMMITMENT

PDTT is committed to protecting the dignity of its learners in their learning and in their interactions with others within the workplace. This includes providing an environment that is free from discrimination, bullying, harassment, and victimisation. It should be noted that discrimination, bullying, harassment, and victimisation do not only take place face-to-face. They may also occur in written communications, by email, or by phone, or online.

PDTT recognises its duty of care to learners. Inappropriate behaviour can result in stress and stress-related illness, and this can affect learner's wellbeing or attainment and lead them to withdraw from their programme. All learners and staff share this duty of care and will work with employers to ensure high standards are met. PDTT therefore expects all members of its community to treat each other with respect, courtesy, and consideration. This is also delivered as part of the course to improve behaviours and attitudes.

All learners and staff have the right to expect good conduct and professional behaviour from others and have a corresponding responsibility to behave professionally and with good conduct towards others.

The company policy on bullying and harassment for learners is underpinned by UK legislation that provides specific protection against discrimination, harassment, and victimisation on a variety of grounds. PDTT recognises that to learn effectively learners need an environment in which they are respected, irrespective of their:

- *Age*
- *Disability*
- *Gender reassignment (transgender)*
- *Race*
- *Religion or belief (including no belief)*
- *Sex*
- *Sexual orientation*
- *Marriage and Civil Partnership*
- *Pregnancy, maternity, paternity, adoption, or surrogacy*



GUIDANCE AND SUPPORT ON HARASSMENT AND BULLYING FOR LEARNERS

What is harassment?

Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Harassment and bullying include behaviour that is offensive, frightening or in any way distressing. They may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate, or injure the recipient.

Examples of bullying and harassment may include:

- *Embarrassing, abusive, or insulting words or behaviour, jokes or innuendo (particularly on the grounds of age, race, sex, disability, sexual orientation and religion or belief).*
- *Unwelcome remarks about clothes or appearance.*
- *Unwanted physical contact.*
- *Aggressive behaviour, physical or verbal.*
- *Persistently demeaning or ridiculing someone.*
- *Inappropriate and derogatory remarks.*
- *Overbearing supervision or other misuse of power or position.*

WHAT TO DO IF YOU HAVE EXPERIENCED HARASSMENT

If you feel that you are being subjected to harassment or bullying in any form by a member of staff, by other learners, employer, or work colleagues you should not feel that you must tolerate it.

Regardless of where it has taken place, staff at PDTT are able to provide support and advice. Deciding what is the best thing to do can be difficult. This document includes some further information about how you might want to act yourself, either by reporting a serious incident such as rape or sexual assault to the police, making a formal complaint about the behaviour of a member of staff or another learner, or dealing with a less serious incident informally.

Learners and staff are encouraged to report any concerns to:

Head of Skills and Training

Hoss Malek
PDT Training
258 Harrow Rd,
Westminster,
London
W2 5ES

Contact: hoss@pdt.org.uk

0207 2668 241 / 07852 319919



Please include your name, course, tutor (if applicable) and a description of your concern including dates and times. If you have previously reported this, please confirm who you have reported this to.

If you are not sure what to do, you are strongly encouraged to talk to someone at PDTT who will be able to explore these options with you and provide support.

Resolving less serious incidences informally

It is possible to take action to resolve less serious issues of harassment and bullying informally. In this scenario, it is best to act at the earliest opportunity to prevent the situation from escalating. It will be helpful to make a note of incidents, including any dates and times so that you can give examples. Informal options might include explaining directly to the offender that their conduct is unacceptable, and this may prove enough to make them rethink their actions.

It is recognised, however that it may require very assertive action to address or confront the offender, particularly if they are in a position of authority. In this scenario you are encouraged to speak to someone at PDTT. A member of staff such as your tutor may be able to share the concerns raised through appropriate channels to seek an amenable resolution on your behalf.

If you have concerns about revealing the name of an offender, options for resolution will be limited, however it might be possible to take steps to promote good practice around appropriate behaviour to a wider group of staff/learners (including the offender) in the form of training, for example.

Making a formal complaint

There may be some incidents that are so serious that it would not be possible to resolve the situation yourself or where informal action has failed and so you decide to make a formal complaint. Procedures and guidance on how to take formal action at PDTT are outlined below. Once a formal complaint through either of the above processes is made, a preliminary enquiry or investigation may then be undertaken to identify a resolution and any actions to be taken.

If you are a victim of rape, assault or violent physical crime certain incidents of harassment may render individuals liable to prosecution under law such as stalking, rape, physical assault, indecent exposure, or harassing phone calls.

If you are assaulted, you are advised to:

- *Immediately report the incident to a member of staff.*
- *Immediately report it to the Police (or a speak to someone at your Local Rape Crisis Centre).*
- *Report the incident to someone in a position of trust at PDTT who can provide further support. This could be your tutor, or a member of the managerial team.*

Taking formal action

If you have exhausted the informal options available and your concerns have not been satisfactorily resolved, or if the situation is simply too serious, you may decide to take formal action using the



appropriate procedures. At this stage, you would be advised to talk to your tutor or Safeguarding Leads.

If you are a victim of rape, assault, or violent physical crime you are encouraged to immediately report it to the Police or speak to someone at your Local Rape Crisis Centre. In this situation, you should NOT wait to speak to us at PDTT before contacting the police.

PDTT's Regulations deal with learner complaints relating to harassment, bullying, victimisation, or discrimination and contain both an informal and formal process for learners to follow. These regulations help to ensure that learners are not unfairly treated or victimised.

You are strongly encouraged to seek advice from a member of PDTT staff including one of our Safeguarding team, who can discuss the different forms of action and potential outcomes.

Under either of the above processes, all formal complaints should be submitted to PDTT. All formal complaints under the Learner Complaints Procedure are reported in writing and via the *Cause for Concern* form. Normally, a preliminary enquiry or investigation will then be undertaken to identify a resolution and any actions to be taken. Should you decide to make a complaint, PDTT can take steps to protect individuals from victimisation or further harassment.

Sources of support

If you feel that you are being subjected to harassment or bullying in any form by staff, employer, work colleagues or other learners, you should not feel that you must tolerate it.

Talking to someone can help you to feel less alone and more confident in dealing with your experience. You may want to speak to someone to:

- *Share an experience.*
- *Explore your options for resolution or reporting.*
- *Ask them to act or report on your behalf.*
- *Seek a formal resolution to the problem.*

PDTT has members of staff and central support services who are available to support and guide you through dealing with your experience and finding a resolution.

Tutors

You can speak to your tutor, the managerial team, or another member of staff whom you know and trust. This may be an informal discussion to share your experience or to explore options for taking further action.

If you don't feel comfortable speaking to someone in your department you may feel more confident speaking to another member of staff, they are approachable members of PDTT who are knowledgeable about the range of options and support available and will take a sympathetic and neutral approach to your complaint.



They will not be directive and if you decide not to take any further action then this decision will be respected.

POLICY REVIEW

This policy is reviewed annually. This policy is a sub-policy for PDT Training and is part of PDT wide policy.