

Harassment and Bullying

This document refers to: Nexus ICA's approach to managing harassment and bullying within the student body.

1. Definitions of Harassment

1.1 Harassment is behaviour which is unacceptable to and diminishes the dignity of the recipient(s) and which creates an intimidating, hostile or offensive environment for that bullying, verbal or physical abuse.

1.2 Harassment relating to another person's sex, sexual orientation, religion, race or disability is all included within this definition.

2. Definitions of Bullying

2.1 Bullying can be broadly defined as behaviour, which consistently undermines another's confidence, reducing feelings of self-esteem and self-worth. It is generally psychological, rarely though sometimes physical.

2.2 Bullying is often intimidation by someone in a superior position, but can occur in any relationship.

3. Taking the Matter Up

3.1 If you suffer harassment, you can do one or more of the following:

- i. take it up with the person concerned,
- ii. take informal advice, or
- iii. make a formal complaint.

4. Taking it up with the Person Concerned

4.1 If at all possible, make it clear that his/her behaviour is unacceptable. You can do this by word of mouth or in writing. If you write, keep a copy of your letter, bearing in mind that this letter can be used in evidence by the other person.

4.2 Always keep detailed notes of any incidents that distress you, including information on the ways in which the incidents cause you to change the pattern of your work or social life. Keep a note of who witnessed the incidents.

4.3 If you don't feel able to take it up with the person concerned, or if harassment continues, you can take further action

5. Taking Informal Advice

5.1 You can take advice from various sources, including;

- i. your Discovery Group Leader,

- ii. the Student Services Administrator, and
- iii. the Course Leader.

5.2 These discussions are private and confidential, and you can bring a friend with you if you want. The people listed may be able to make informal approaches to the person concerned to ensure that harassment is not repeated. The decision whether to go further will depend on you.

5.3 Even where you are complaining about conduct that is actually criminal, no proceedings can take place without your wish and evidence, and it is for you to choose whether or not to give that evidence. (Remember, though, that if you write to someone, it may be impossible to prevent that document being used in evidence.)

6. Formal Processes

6.1 You are strongly advised to take the informal route first, with the support of those suggested above. This may help you decide whether to make a formal complaint. Written formal complaints should be addressed to the Student Services Administrator who will deal with the matter from there.

7. Student Discipline

7.1 Students are expected to behave in a manner consistent with the Christian ethos. Therefore, a student must not recklessly, wilfully or persistently behave in a manner contrary to the proper functioning of the school or act in such a way which is deemed to bring Nexus ICA into disrepute.

7.2 If a student engages in conduct which is deemed to be inappropriate or unacceptable, Nexus ICA Disciplinary Procedures will be instituted.

7.3 Students also have a right of appeal over disciplinary hearing outcomes to the Office of the Independent Adjudicator.