

## **BULLYING AND HARASSMENT POLICY**

### **Definition of Bullying**

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

### **Definition of Harassment**

Harassment can be broadly defined as behaviour which is unacceptable to and diminishes the dignity of the victim and which creates an intimidating, hostile or offensive environment for that individual. Harassment relating to another person's race, colour, ethnic or national origin, gender, sexual orientation, age, religious or political beliefs, disability or marital status or any other individual or group characteristic is all included within this definition.

### **What to do if you are the victim of Bullying or Harassment**

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

- take it up with the person concerned
- take informal advice
- make a formal complaint

### **Off Campus Bullying & Harassment**

Students are expected to behave in a respectful manner towards each other both on and off Screen & Film School (SFS) campuses. Incidents of off campus bullying and harassment, including those that take place online via social networks etc. will be treated as seriously as those committed within SFS facilities.

### **Taking it up with the person concerned**

If possible, make it clear that their 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. 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. If you don't feel able to take it up with the person concerned, or if harassment continues, you can take further action.

### **Taking informal advice**

You can take advice from various sources, including Student Services staff and your Course Leader. These discussions are private and confidential, and you can bring a friend with you if you wish. The abovementioned members of staff may be able to make informal approaches to the accused to ensure that harassment is not repeated. The decision whether to go further will depend on you.



### **Formal Process**

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 Head of Student Services who will pursue with the matter from there. Please bear in mind that, even where you are complaining about conduct that is actually criminal, no proceedings can take place without your approval and evidence, and it is for you to choose whether or not to give that evidence. It may be the case that a formal investigation into a complaint to which you are the only witness is not possible without the disclosure of your statement to the accused.

### **Student Discipline**

During the investigation of a complaint against another student the Head of Student Services may invoke the Student Disciplinary Procedure if it is felt that the behaviour of a student falls short of the expectations set out in the Code of Conduct and Student Handbook.