

Anti-Bullying and Harassment Policy - Students

Introduction

Celtic is committed to maintaining a safe and welcoming environment for its students. As an education provider we recognise our responsibility in responding promptly and effectively to issues of bullying or harassment.

Definition of bullying

Bullying has many forms. It can include but is not limited to:

- Isolation and exclusion from social activities, jokes, offensive language, gossip
- Pressure to drink alcohol or take drugs
- Sexual harassment
- Discrimination based on age, race, culture, nationality, religion, ethnic origins, disability, marital status, sexual orientation, or political beliefs
- Physical harassment, for example pushing, hitting, or any use of or threat of violence

Procedure

The following procedure should be followed in regards to bullying:

- Students are encouraged to speak to their teacher or one of the support staff if they feel that they are being bullied.
- Teachers have a responsibility to be vigilant for bullying in their classes. Bullying can often be unseen (e.g. occurs when the bully and the victim are alone); therefore teachers should consider the possibility of bullying should they notice that an individual is acting out of the ordinary and act accordingly.
- Bullying, depending on its nature, should be dealt with informally in the first instance. The teacher can lead the mediation with support from one of the academic team if necessary.
- If the matter cannot be resolved informally, or if the behaviour is deemed too inappropriate to be resolved informally, then the case must be handled in accordance with the Student Disciplinary Policy.
- Written records should be kept of all interviews with the relevant parties and passed to the Centre Manager once the case is closed.

The Operations Manager is responsible for the overall coordination and implementation of this policy.