

ANTI-BULLYING and HARASSMENT POLICY

Introduction

In accordance with NTM-UK's stated values (see separate document), NTM-UK recognises the impact of bullying on people's lives in terms of how it can undermine confidence and destroy their sense of security. Bullying, harassment and sexual harassment can take many forms but intimidating behaviour, with the intention of causing physical or emotional hurt and humiliation, is a common factor. Bullying and harassment can happen anywhere and, to tackle it, NTM-UK recognises its role in working to maintain a culture where bullying and harassment is unacceptable, as well as developing the skills of our personnel, students and guests in building confidence and resilience.

More serious offences of terrorism or radicalisation are also implicit within bullying and harassment. NTM-UK will link such types of bullying with its responsibilities under the [Prevent Duty](#).

Definitions of Bullying

There are many definitions of bullying, but these include:

- Deliberately hurtful or humiliating comments or behaviour that are often repeated over a period of time and are difficult for victims to defend against.
- Singling out a person because they belong to a particular group.
- Racist and religious bullying that makes a person feel unwelcome, marginalised, excluded, powerless and worthless because of their colour, ethnicity, culture, faith, community, national origin or status.
- Sexist, gender, sexual, homophobic and transphobic bullying – any behaviour, physical or non-physical, where sexuality is used as a weapon, whether overtly or covertly. It can include inappropriate touching and jokes about sexual assault or rape.

Bullying involving people with disabilities employs many of the forms of other types of bullying, but can include manipulative bullying, exploiting of sensory stimuli, conditional friendship and persistent low-level bullying. Bullying can take many forms, but some common types are:

- Physical
- Verbal
- Indirect, e.g. exclusion from social groups
- Cyberbullying - the use of information and communications technology, particularly mobile phones and the Internet to deliberately upset someone. It includes text messages, chat rooms, email and social media, the encouragement of the vulnerable to engage in risk-taking behaviour online, grooming, the expression of discriminatory views, and radicalisation.
- Child on Child Sexual Violence and Sexual Harassment

Definitions of Harassment

Harassment is defined as any unwanted physical, verbal or non-verbal conduct, which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Under the Equality Act 2010, even a serious single one-off incident can amount to harassment.

NTM-UK takes harassment to include:

- Negative remarks about a person's ethnicity, nationality, sexuality, gender, age, disability, religious or political beliefs
- Verbal abuse or taunting, in person or electronically
- Racist and/or sexist comments or jokes
- Sustained deliberate exclusion
- Making unwanted physical contact
- Making unwanted sexual comments, contact, advances or jokes
- Display or circulation of offensive or sexual materials e.g. books, magazines, emails, text messages or images
- Intrusive questioning

Policy Statement

NTM-UK personnel have a collective and individual responsibility to maintain a safe learning and working environment for its personnel, students and guests and will challenge bullying and harassment in all its forms and take firm and decisive action to protect the safety and well-being of everyone.

NTM-UK will ensure that the whole community are aware of the policy and the standards of behaviour and conduct expected so that they know what to do if they experience or suspect bullying or harassment, confident that it will be dealt with in accordance with the policy.

These policies and procedures apply when anyone is on NTM-UK premises or on NTM-UK-related activities. They apply to all personnel, to all students and guests in the Guest House, to all visitors and external users of the facilities, and to any activity using social media or electronic means that can be linked to NTM-UK's site.

Bullying and harassment may not be immediately obvious, and it may be difficult to articulate concerns about the behaviour of others, sometimes for fear of reprisal. It is therefore important to maintain a culture within NTM-UK that allows anyone to disclose their concerns in the safe knowledge that something will be done.

PROCEDURE

Promoting Anti-Bullying and Harassment at NTM-UK

Through a combination of prevention and response, the following measures are put in place to raise awareness of NTM-UK's policy of zero-tolerance of bullying and harassment:

- A statement of the intolerance of bullying and harassment is included within the Personnel & Student Handbooks and is reiterated during induction. This includes staying safe through an awareness of the risks of cyberbullying and the risks associated with the use of online media, including social networks.
- The personnel induction programme includes information on our Equality and Anti-Bullying and Harassment policies.
- All personnel have a role in ensuring there is no evidence of bullying and harassment at NTM-UK. Heads of Department, Fellowship Group

Leaders, Tutors, North Cotes College personnel and support personnel will stay particularly vigilant when fulfilling their duties. NTM's teaching programme will regularly promote positive attitudes in line with the Christian value of unconditional loving acceptance of others.

Dealing with Allegations of Bullying or Harassment

In many cases, the identification of bullying will be by a member of personnel becoming aware of an unacceptable situation. Wherever possible, the person should be encouraged to make a note of what has happened, when, where and who was involved or to talk to someone they trust who can write it down for them. The role of that individual will be to offer support, deal with the allegation and seek a resolution to the issue. This may include involving both parties in discussion. The protocols described in the **NTM-UK & NCC Complaints Procedures** (see separate documents) should be followed, using the three-stage process of Discussion and Advice, Informal Process and Formal Process.

Investigations in respect of cyberbullying may include a request to the NTM-UK Internet Committee to review and take evidence from mobile phone messages and social network activity. They will bear in mind the '[Searching screening and confiscation](#)' advice (for schools) and '[UKCCIS sexting advice](#)' (for schools and colleges). The key consideration is for personnel not to view or forward illegal images of a child. The highlighted advice provides more details on what to do when viewing an image is unavoidable. In extreme cases, it may be necessary to involve the police to trace calls or to look at the data of another user.

The investigation must consider if a legal offence has been committed as bullying, including cyberbullying, can constitute a criminal offence.

If there is any concern that the bullying and harassment could be linked to terrorism or radicalisation, then an immediate referral will be made to the Designated Safeguarding Officer in line with NTM-UK's responsibilities under the [Prevent Duty](#).

Where it is identified that there is persistent evidence of bullying and harassment, the Designated Safeguarding Officer will take steps to work to raise awareness of equality and promote positive attitudes within the community. A record of activities should be kept.

It is the responsibility of the person investigating the bullying and harassment

claim to discreetly advise other personnel who are linked to the victim on a need-to-know basis.

Recording of Bullying and Harassment

The importance of follow up of reports of bullying and harassment is required to ascertain if the intervention has secured lasting change. Key questions at this stage will include whether or not the victim now feels safe, whether the bully's behaviour has changed and what has been learned from the incident.

Following the investigation, the personnel member in consultation with the Designated Safeguarding Officer should continue to monitor the situation closely, without ever assuming that the bullying has stopped.

Records of bullying and harassment that have escalated to the formal investigation stage are reported by the Personnel Department and the Designated Trustee for Safeguarding to the Board of Trustees at their next meeting.

Any form of bullying, harassment or sexual harassment that constitutes an illegal offence, will be reported to the relevant authorities.

Related Policies, Contacts References

- Personnel Handbook
- Student Handbook
- NTM-UK Code of Conduct
- NTM-UK Safeguarding Adults at Risk Policy
- NTM-UK Equality Policy
- NCC and NTM-UK Complaints Procedures
- NTM-UK Whistleblowing Policy
- Lincolnshire Domestic Abuse Specialist Service (LDASS):
<https://ldass.org.uk/> 01522 510041
- www.anti-bullyingalliance.org.uk
- <http://www.preventforfeandtraining.org.uk/>

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