

Bullying, Harassment and Victimisation Policy for Learners and Participants

Policy Statement

Social Enterprise Kent CIC (SEK) is committed to creating safe, inclusive and respectful environments where all learners and participants are treated with dignity and respect. We believe everyone has the right to participate in learning, employability and support activities free from:

- bullying,
- harassment,
- discrimination,
- intimidation,
- victimisation,
- and inappropriate behaviour.

SEK will not tolerate behaviour that makes others feel unsafe, excluded, humiliated or uncomfortable.

All concerns will be taken seriously and addressed appropriately.

Purpose

This policy explains:

- what bullying, harassment and victimisation are,
- the standards of behaviour expected,
- how concerns can be raised,
- and how SEK will respond to inappropriate behaviour.

Who This Policy Applies to

This policy applies to all learners and participants accessing SEK programmes, training, employability activities and support services.

Our Commitment

SEK is committed to:

- promoting respectful and inclusive environments,
- encouraging positive behaviour,
- challenging inappropriate conduct,
- supporting individuals who raise concerns,

Reviewer: Kirsty Hawkins	Date: May 2026	Version: 1.0	Review: May 2027
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- and responding fairly and proportionately to incidents.

We aim to ensure all learners and participants feel:

- safe,
- valued,
- respected,
- and able to participate confidently.

Definitions

Bullying

Bullying is behaviour that is unwanted, repeated or intended to intimidate, upset, humiliate or harm another person.

Examples may include:

- verbal abuse,
- insulting or offensive comments,
- exclusion,
- intimidation,
- spreading rumours,
- online bullying,
- or repeated inappropriate behaviour.

Harassment

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

Harassment may relate to:

- disability,
- race,
- religion or belief,
- sex,
- sexual orientation,
- gender identity,
- age,
- pregnancy or maternity,
- or other personal characteristics or circumstances.

Reviewer: Kirsty Hawkins	Date: May 2026	Version: 1.0	Review: May 2027
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Victimisation

Victimisation means treating someone unfairly because they:

- raised a concern or complaint,
- supported someone else to raise a concern,
- or participated in an investigation or process in good faith.

Victimisation will not be tolerated.

Online Behaviour

This policy also applies to online learning and digital communication.

Learners and participants must not:

- send abusive or offensive messages,
- share inappropriate or discriminatory content,
- bully or intimidate others online,
- misuse online platforms,
- or behave in ways that negatively affect the wellbeing or participation of others.

Online incidents will be treated as seriously as face-to-face behaviour.

Expectations of Learners and Participants

All learners and participants are expected to:

- treat others respectfully,
- communicate appropriately,
- value diversity and inclusion,
- avoid behaviour that could upset, intimidate or exclude others,
- and contribute positively to learning and programme environments.

Everyone shares responsibility for helping to maintain safe and inclusive environments.

Reporting Concerns

Learners and participants are encouraged to report concerns as soon as possible.

Concerns may be raised with:

- a tutor,
- programme staff member,
- learner support representative,
- manager,
- or safeguarding lead.

Concerns can relate to:

Reviewer: Kirsty Hawkins	Date: May 2026	Version: 1.0	Review: May 2027
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- behaviour by another learner or participant,
- staff behaviour,
- employer-related activity,
- online behaviour,
- or wider programme environments.

How SEK Will Respond

SEK will:

- take concerns seriously,
- listen respectfully,
- consider information fairly,
- maintain confidentiality where possible,
- and take appropriate action in response to concerns.

Responses may include:

- informal resolution,
- mediation,
- supportive conversations,
- behaviour agreements,
- referrals to other procedures,
- safeguarding action,
- or formal disciplinary or participation processes where appropriate.

Support and Wellbeing

SEK recognises that bullying, harassment and victimisation can affect:

- wellbeing,
- confidence,
- mental health,
- participation,
- and progression.

Where appropriate, support or signposting may be offered to individuals affected by concerns or incidents.

Malicious or False Allegations

Concerns raised in good faith will always be taken seriously.

However, deliberately false, malicious or harmful allegations may result in action being taken under SEK procedures.

Reviewer: Kirsty Hawkins	Date: May 2026	Version: 1.0	Review: May 2027
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Confidentiality

Information relating to concerns or incidents will be handled sensitively and confidentially wherever possible.

Information may be shared where:

- safeguarding concerns arise,
- legal obligations apply,
- or there is risk of harm to individuals.

Monitoring and Continuous Improvement

SEK will:

- monitor incidents and concerns,
- identify themes or patterns,
- review learner feedback,
- and take action to improve inclusion, safety and wellbeing.

Related Policies

This policy should be read alongside:

- Equality, Diversity, Inclusion and Belonging Policy
- Safeguarding and Prevent Policy
- Learner and Participant Charter
- Complaints Policy
- Online Safety Agreement
- Health, Safety and Wellbeing Policy

Policy Review

This policy will be reviewed regularly to ensure it remains effective, inclusive and aligned with good practice.

Signed:



Rebecca Smith (Chief Executive Officer)

Reviewer: Kirsty Hawkins	Date: May 2026	Version: 1.0	Review: May 2027
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