

PAIGNTON SEC INFO TECH TRAINING CENTRE LTD



Harassment and Bullying Policy

It is the policy of Paignton Sec that discrimination of any kind will not be tolerated. We will also not tolerate any harassment or bullying at any level within the organisation or within the businesses that we work with.

This bullying may be physical, verbal and may also be cyber bullying all of which must be monitored and all staff aware that these are possible issues.

During regular meetings with the learner it is important that staff bring harassment and bullying into the discussion and encourage the learner to offer information in the event of any issues arising.

Where issues are brought to the member of staff they must record the information in the confidential file.

The matter must be taken forward after discussion with one of the Directors in order to ensure that the most appropriate method of dealing with this is found.

In most cases the employer must be provided with the information gathered and a solution discussed. A date to follow up the complaint set and the assessor must ensure that this date is recorded and followed up.

If no solution can be found the training must be withdrawn and the funding authority SFA or Local Authority informed in full in writing of the situation. In the event of a young person under 19 or a vulnerable young person with learning needs the Careers Service must also be informed in order to help the young person move to a more appropriate learning and work environment.

Should a complaint be made of harassment or bullying within the staff at Paignton Sec the matter must be reported to Pippa Garrigan the MD who will deal with the situation as appropriate.

Pippa Garrigan
23.02.10