

JAN/FEB NEWSLETTER 2018



SAFEGUARDING: BULLYING

Welcome

Welcome to the newsletter, we'll be updating the newsletter every other month with regular hints, tips and advice. This month we are focussing on Bullying & Harassment.

In this newsletter we will be covering the Equality Act, Types of Bullying and what to do if you experience bullying.

Shocking Statistics

- nearly a third of people (29%) have been bullied at work
- women (34%) are more likely to be victims of bullying than men (23%)
- the highest prevalence of workplace bullying is among 40 to 59-year-olds, where 34% of people are affected
- in nearly three-quarters (72%) of cases the bullying is carried out by a manager
- more than one in three (36%) people who report being bullied at work leave their job because of it.

Types of Bullying

Workplace bullying can take many different forms, some of which aren't easy to recognise straight away. In

general bullying is considered to be a persistent and intentional string of actions that breaks down the self-esteem of the victim. This can be through any communication channel (e.g. face-to-face, email, social media)

Typical types of workplace bullying include;

- Spreading malicious rumours
- Unfair treatment
- Picking on or regularly undermining someone
- Denying someone's training or promotion opportunities
- Exclusion
- Unwelcome sexual advances
- Threats in relation to job security
- Humiliation
- Being overly critical

Who are the victims?

Anyone can suffer from bullying at work. Although we might like to think that no characteristic would garner unwanted or unpleasant attention sex, gender and office status can all become targets of bullying—check out the 9 protected characteristics on the back of this newsletter.

What is the Equality Act 2010?

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society.

It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone.

What to do if you are being Bullied?

Employees should see if they can sort out the problem informally, some matters of workplace bullying don't require formal procedure and can often be rectified with just a casual chat. Not every case of office abuse is intentional, so a relaxed and informal conversation can be enough to see an end of unwanted behaviours. Additionally, the actions of some people may be being influenced by issues outside of the office, and a brief meeting can aid employers in better understanding the problem. If they can't, you should talk to your:

- manager
- human resources (HR) department
- trade union representative

If this doesn't work, you can make a

formal complaint using your employer's grievance procedure. If this doesn't work and you're still being harassed, you can take legal action at an [employment tribunal](#).

Alternatively you can contact our Safeguarding Team on 0845 223 2401 or email sonia.roberts@steadfasttraining.co.uk or ian.gow@steadfasttraining.co.uk

Other Helpful links

Gov.uk

Gov.uk offers useful information on Workplace bullying as well as what to do if you are experiencing it www.gov.uk

Bullying UK

For advice and support on dealing with bullying www.bullying.co.uk

ACAS

You can call the Advisory, Conciliation and Arbitration Service (ACAS) helpline

Telephone: 0300 123 1100

Textphone: 18001 0300 123 1100

Monday to Friday, 8am to 6pm

Samaritans

Provides confidential non-judgmental emotional support, 24 hours a day for people who are experiencing feelings of distress, despair or suicide.

116 123

www.samaritans.org

9 Protected Characteristics;

- Age
- Disability
- Gender Reassignment
- Marriage & Civil Partnership
- Pregnancy & Maternity
- Race
- Religion or Belief (including lack of belief)
- Sex
- Sexual Orientation

The Prevent Duty

The Prevent Duty is part of the government strategy to reduce the risk of Extremism, Terrorism and Radicalisation.

Extremism is the holding of extreme political or religious views.

How can we prevent it? Whilst the signs are different in each case, we can see some of or a mixture of these changes in dress, clothing or social groups, secretive behaviour,

showing sympathy for extremist causes, advocating extremist messages, glorifying violence, accessing extremist literature and imagery, showing a mistrust of mainstream media reports and belief in conspiracy theories and appearing angry about governmental policies, especially foreign policy

[Report possible terrorist activity online](#)

If you are concerned about someone or see anything suspicious call the local police or the police anti-terrorist hotline on 0800 789 321. You can also report it online on the Met police website.

British Values

British Values are defined as;

- Democracy
- The Rule of Law
- Individual Liberty
- Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

If you wish to raise an issue of safeguarding for a learner or individual related to Steadfast Training Ltd in any way, please contact the centre immediately on: 0845 223 2401.

For more information on anything covered in the newsletter, feedback or ideas for the next issue, please contact us on info@steadfasttraining.co.uk.