



BULLYING AND HARASSMENT POLICY

1. Introduction

The International College of Musical Theatre (The ICMT) is dedicated to providing a positive environment for our students and staff. All individuals have the right to study, work and relax in an environment where they are free from sexual or physical violence, abuse, or harassment. Their bodies and personal boundaries should be respected at all times.

2. Purpose of this policy

This policy is intended to educate and therefore protect all students and staff. It outlines our expectations on behaviour and the procedure for dealing with complaints.

3. Who does this policy apply to?

This policy applies to all students and staff of the ICMT.

Failure to adhere to the guidelines and procedures outlined in this policy may lead to disciplinary action being taken.

4. Definitions

Student

An individual who undertakes any course or programme offered by the ICMT.

Staff

An individual who is employed and works for the ICMT, including freelance teaching staff.

Bullying

Bullying can be offensive, intimidating, malicious or insulting behaviour, abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

Harassment

Harassment is defined in the Equality Act 2010 as the unwanted conduct related to a relevant protected characteristic*, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual.

*Protected characteristics: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

Examples of bullying and harassment include:

- Spreading malicious rumours, or insulting someone by word or behaviour.
- Exclusion or victimisation.
- Unfair treatment.
- Overbearing supervision or other misuses of power or position.

- Unwelcome sexual advances – touching, standing too close, the display of offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected.
- Preventing an individual's academic or employment progression by intentionally blocking promotion or training opportunities.

Bullying and harassment are not necessarily face to face. They may also occur in written communications, email, and phone. Bullying and harassment can make someone feel anxious and humiliated, and angry and frustrated. Some people may try to retaliate in some way. Others may become frightened and de-motivated. Stress, loss of self-confidence and self-esteem caused by harassment or bullying can lead to job insecurity, illness, absence from College, and even leaving the course or job.

Sexual Harassment

Sexual harassment is unwanted behaviour of a sexual nature. It can happen to men, women and people of any gender or sexual orientation. It can be carried out by anyone of the same sex, opposite sex or anyone of any gender identity. Individuals could experience sexual harassment from anyone they come into contact within their environment, including:

- someone they study or work with.
- a member of staff, fellow student, freelance teacher, visitor, contractor or member of the public.
- Someone in a position of authority or influence.

It can still count as sexual harassment even if the person did not mean it to be. The effect of the behaviour is what matters.

Examples of sexual harassment could include:

- Flirting, gesturing, or making sexual remarks about an individual's body, clothing or appearance asking questions about someone's sex life.
- Telling sexually offensive jokes.
- Emailing, texting or messaging sexual content.
- Having pornographic or sexual images on computers and phones.
- Sexual assault or rape.
- Touching someone against their will, for example hugging them.

What some people might consider as joking, 'banter' or part of their culture can still be sexual harassment if the behaviour is of a sexual nature and is unwanted.

5. Expectations

The ICMT believes that all students and staff have the right to study, work and relax in an environment where they are free from any form of sexual violence, physical violence, abuse, and harassment, and where their body and personal

boundaries are respected. Professional relationships between students and staff are an essential part of a student's development and personal experience at the ICMT, and staff should not abuse their position in any way or behave in a way that could compromise a student's trust, confidence and educational development. The ICMT strictly prohibits any close personal or intimate relationships between staff and students.

Any form of violence, abuse or harassment will not be tolerated, and we expect all members of the College to treat each other with respect, courtesy, and consideration. Anyone failing to adhere to this may be subject to disciplinary procedures including dismissal.

6. Complaints

All members of the ICMT are encouraged to report any incidents of bullying or harassment.

- Complaints against employees of the ICMT should be directed to a member of the Senior Management Team.
- Complaints against freelance tutors should be directed to the Head of Musical Theatre.
- Complaints against students should be actioned by following the [Student Complaints Policy](#).

All complaints will be treated seriously, and once reported will be investigated, considered, and followed up with an outcome.

How to let the ICMT 'know'

- Talk to a member of staff, either administrative or academic.
- Communicate either in person, telephone, email, or Microsoft Teams chat.

7. Confidentiality

The ICMT respects any decision to keep information of a complaint confidential, however, the individual should make this clear to the person to whom a complaint is made. Individuals should understand that in exceptional circumstances it may be difficult for confidentiality to be respected, for instance where a criminal offence has been disclosed.

Students should also understand that in some circumstances the demand for confidentiality may make it difficult for the ICMT to assist them with their complaint.

8. Review

This policy will be reviewed annually by the Senior Management Team.