BULLYING AND HARASSMENT POLICY

Version	1.0 for approval
Effective date	On approval
Date for review	November 2027
Policy owner	Chief Executive / Head of Quality
Reference points	Applicable law and BIMM partner requirements
Audience/handling notes	Students and staff; publication as in the policy register
Dissemination and implementation plan	Publish and communicate the approved policy. Train staff, confirm delegated roles and retain earlier versions.
Linked Policies, Procedures and Forms	Student Handbook; Complaints; Safeguarding; relevant NHAM and BIMM procedures
Date approved	Pending approval

1 Scope and principles

NHAM seeks to prevent bullying, discrimination, harassment and victimisation across teaching, professional activity, workplaces, venues and online spaces. This policy applies to conduct affecting NHAM students, whether by another student, staff member, contractor, visitor or industry participant.

Harassment includes the statutory forms under Equality Act 2010 section 26 and relevant conduct under the Protection from Harassment Act 1997. Assess unwanted conduct, purpose or effect, the person's perception, context and whether the effect is reasonable. Bullying can include abusive, intimidating or humiliating behaviour and misuse of power. A disagreement or criticism is assessed in context and lawful expression remains protected.

2 Reporting and support

Report to the Academy Manager, a tutor or the published safeguarding contact. Use an unconflicted senior or governance contact where the usual lead is involved. A staff member receiving a report must help route it correctly. The public harassment and sexual misconduct page gives current contacts and accessible alternatives.

Support is available without a formal complaint. Ask what the person needs, assess immediate safety, explain options and avoid promising secrecy or a particular outcome. Provide support to the

reporting and responding persons separately. Apply reasonable adjustments, academic support and protection from retaliation.

Consider anonymous reports for risk and patterns and explain limits on investigation or feedback. An unsubstantiated report does not establish dishonesty. Escalate safeguarding or serious risk promptly.

3 Resolution and investigation

Where suitable and freely agreed, informal action may resolve a lower-level concern. A person can request formal consideration directly. Informal action must not delay necessary protection or be required for sexual violence, coercion or a serious power imbalance.

The case lead records the concern, conflicts, relevant procedure and responsibilities. Student allegations use Student Disciplinary, staff allegations use the staff procedure, and service-handling concerns use Student Complaints. Coordinate with BIMM where the partnership requires it, and avoid repeated interviews or conflicting investigations.

A trained impartial investigator establishes facts, gives the responding person clear allegations and relevant evidence and provides each party a fair opportunity to comment. Internal student findings use the balance of probabilities. Risk restrictions are proportionate, time-limited and reviewed.

4 Outcomes review and prevention

Explain the finding and reasons, actions within NHAM's powers, relevant safety arrangements and appeal or complaint route. Information given to a reporting person must be meaningful where lawful, while respecting other people's privacy. A student respondent's disciplinary appeal follows the local disciplinary deadline and the applicable BIMM review.

Do not use agreements to silence students about harassment, sexual misconduct or abuse. Record cases securely and apply retention and legal-hold arrangements. Governance receives de-identified trends and monitors training, accessibility and whether actions prevent repetition.

Publish this policy within the comprehensive harassment and sexual misconduct source, communicate it annually and retain previous versions. Staff must understand the relationship with free speech, safeguarding, staff–student relationships and complaints.