

Dealing **With** Personal **Harassment**



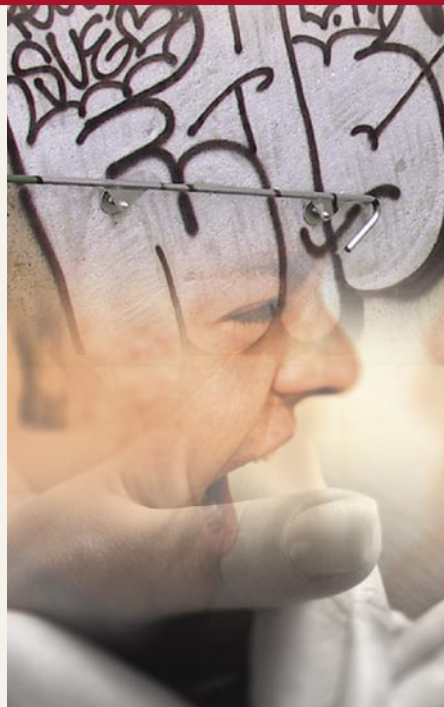
WHAT IS HARASSMENT? □ HOW TO DEAL WITH IT □ WHO CAN HELP?
WHAT WILL HAPPEN? □ WHAT IF I'M ACCUSED OF HARASSMENT?

@ **Chesterfield** College
LearningMatters

Any behaviour which you find threatening or offensive and which causes you discomfort or embarrassment in any way is harassment.

Examples of harassment are:

- Physical assault.
- Verbal abuse or threats.
- Degrading jokes or remarks.
- Displaying any offensive material e.g. racist literature, graffiti, pornographic pin-ups.
- Ridiculing someone for cultural differences e.g. dress or language.
- Intimate or suggestive comments or gestures e.g. leering, wolf-whistling, unwanted invitation for sexual involvement.
- Any type of unwanted physical contact ranging from touching, pinching or groping (or the threat of any of these).
- Abusive, threatening, ridiculing messages transmitted through mobile phones, by email or other electronic programmes.



If you are harassed by a student or a member of staff it is important that you report it to someone who knows what to do to help you.

Don't put up with it

Even if you feel able to deal with it yourself, there may be others in the same situation who may not be able to. Try to remember to write down what happened including dates, times and any witnesses present so that you don't forget the details later.

Who can help

Any member of staff you feel comfortable talking to. The staff listed below can also provide any additional help or support you might need.

- Your Personal Tutor.
- Student Counsellors and the Learner Services staff located in Learner Services.
- Student Union Officers - Located in the Student Union Office.
- Heads of Learning.
- Directorate Operational Managers Support for Students.

Learner Services will be able to support you

The experience of harassment can be very distressing and the College's first concern is to allow you to talk through what has happened in your own time. What happens next is up to you. A member of staff will discuss all the possible courses of action; this may involve disciplinary procedures but may also include a range of alternative

measures for dealing with the situation. In the vast majority of cases it is entirely up to you how far you wish to take the case. In particularly serious cases, however, the College may need to take action for the protection of other students. If this happens every effort will be made to safeguard your well-being in the situation.



Advice and support are available whilst the matter is resolved

You will be given the opportunity to talk through your understanding and experience of the incident and may be asked to write this down.

If any disciplinary action is necessary this will be in line with the College's disciplinary procedure which aims to safeguard your rights in these matters.

Personal Harassment is against the College's Equality Policy and is viewed very seriously by the College.

Don't ignore it: Talk to someone who can help. Talk to your Personal Tutor or contact Learner Services to discuss your concerns.

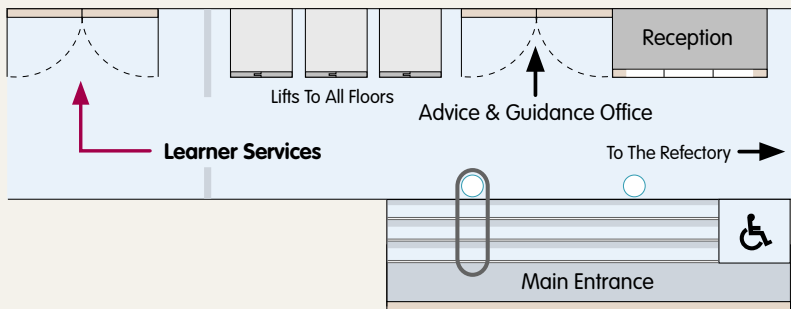
5 Where to find us at Infirmiry Road Campus

Telephone or call into Learner Services at the Infirmiry Road Campus.

 Telephone Number	Opening Hours
01246 500535	8.30am until 7.00pm Mon, Tues & Thurs 8.30am until 4.30pm Wed & Fri


Location

Turn Left At The Main Entrance
Infirmiry Road Campus



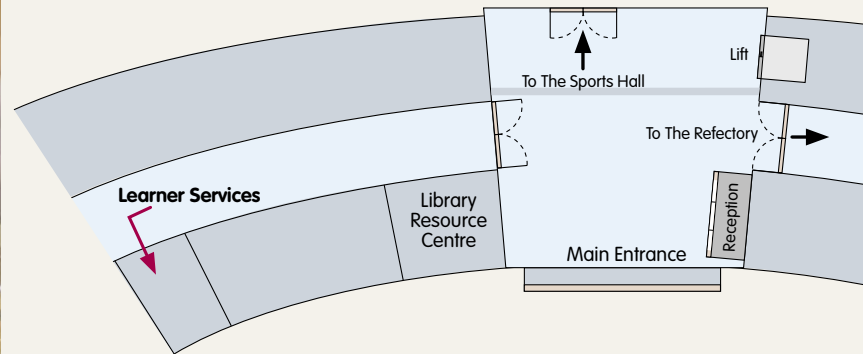
Where to find us at Clowne Campus 6

Telephone or call into Learner Services at the Clowne Campus.

 Telephone Number	Opening Hours
01246 500791	10.00am until 3.00pm Mon, Tues, Thurs & Fri 10.00am until 2.00pm Wed

Location

Turn Left At The Main Entrance
Clowne Campus, Room NC217



Chesterfield College has an open access policy and is committed to ensuring all members of the community including people with learning difficulties and those with disabilities are treated fairly. Reasonable adjustments will be made to ensure that disabled students and other people are not substantially disadvantaged.

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