Protection from Harassment and Bullying Policy and Procedure

**Purpose**

ARC Training endeavours to provide a safe environment free from harassment and bullying. This policy and procedure outlines how ARC Training identifies and responds to concerns raised about harassment and bullying by students, staff and third parties.

**Scope**

This policy applies to students, and all prospective students of ARC Training, employees and third parties acting on behalf of ARC Training.

**Definitions**

|  |  |
| --- | --- |
| Bullying | Behaviour directed toward another person which creates a perceived threat to that person’s safety or wellbeing. For example degradation, humiliation, ridicule or physical violence. |
| Harassment | Behaviour which causes discomfort, offence, or involves unwanted physical contact. |

**Aim**

To ensure all students and prospective students, staff and related third parties have a safe environment within which to learn and work. This policy and procedure provides clear guidelines for raising and addressing any concerns about harassment and bullying. This policy and procedure meets the Standards for National VET Regulator (NVR) RTOs 2012/ Standards for Registered Training Organisations (RTOs) 2015, other State and Commonwealth Government funding requirements and all relevant legislation.

Policy

ARC Training endeavours to provide all students, staff and associated third parties with a safe environment within which to learn and work. ARC Training encourages students and staff to report any perceived instances of bullying or harassment by contacting ARC Training office. Any reports will be dealt with under the procedure for Complaints and Appeals.

Procedure

1. Where a student or staff member perceives that there is an issue of Bullying or Harassment they are encouraged to report this to the ARC Training office.
2. Reporting instances of Bullying and/or Harassment can be made either verbally or in writing.
3. Where complaint is made verbally, the person listening to the complaint should scribe a summary of the incident and sign and date the document.
4. All reported incidents will be referred to the Training Delivery Manager and the Administration Manager and will be dealt with under the Complaints and Appeals Procedure.

Standards for National VET Regulator (NVR) RTOs 2012/ Standards for Registered Training Organisations (RTOs) 2015

ARC Training understands that all procedures must comply with Standards for National VET Regulator (NVR) RTOs 2012/ Standards for Registered Training Organisations (RTOs) 2015 and all other applicable legislation or Government funding requirements.