Cardiff Academy

POLICY /// STUDENT WELFARE AND SAFEGUARDING

Anti-Bullying, Harassment and Sexual Misconduct Policy

Cardiff Academy's zero-tolerance approach to bullying, harassment, hate incidents and sexual misconduct – in person and online – including prevention, how to report (including anonymously), support for those affected, investigation, and protection of staff from harassment.

REFERENCE	**CA-WEL-05**	VERSION	**1.0 (Approved)**
POLICY OWNER	**Designated Safeguarding Lead**	APPROVED BY	**Board of Governors**
ISSUE DATE	**October 2026**	APPROVAL DATE	**October 2026**
REVIEW CYCLE	**Annual**	NEXT REVIEW DUE	**October 2027**
APPLIES TO	**All students, staff, visitors and contractors**	PUBLISHED	**Website; Student Handbook; posters; staff portal**

RELATED POLICIES CA-WEL-04 Student Code of Conduct and Disciplinary; CA-WEL-01 Safeguarding and Child Protection; CA-WEL-06 Equality, Diversity and Inclusion; CA-INF-03 Online Safety; CA-HR-03 Staff Disciplinary and Grievance; CA-WEL-08 Student Complaints

LEGAL ENTITY Cardiff Education Group Ltd, trading as Cardiff Academy (Company No. 14569122). Registered office: 168 City Road, Cardiff CF24 3JE. Teaching premises: 8 Drake Walk, Cardiff CF10 4LG

1 Policy statement

Everyone at Cardiff Academy has the right to study and work in an environment free from bullying, harassment, hate and sexual misconduct. We will not tolerate such behaviour, whether in person, online, on or off the premises when it affects members of our community. We take every report seriously, support those affected, and act fairly towards those accused.

2 Definitions

- **Bullying:** offensive, intimidating, malicious or insulting behaviour, or abuse of power, that is usually repeated and is intended to, or does, undermine, humiliate or injure the recipient. It includes cyberbullying.
- **Harassment:** unwanted conduct related to a protected characteristic (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation) that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.
- **Sexual harassment:** unwanted conduct of a sexual nature with that purpose or effect – for example sexual comments or jokes, unwanted touching, sending sexual images, or pressure for dates.
- **Sexual misconduct:** any sexual act or behaviour without consent, including sexual assault, rape, sharing or threatening to share intimate images, voyeurism and upskirting, and sexual exploitation.
- **Consent:** agreeing by choice, with the freedom and capacity to make that choice. A person under 16 cannot legally consent to sexual activity. A person who is drunk, drugged, asleep or unconscious cannot consent.
- **Hate incident:** any incident perceived by the victim or anyone else to be motivated by hostility or prejudice based on race, religion, sexual orientation, disability or transgender identity.

3 Prevention

- Expectations of respectful behaviour, consent, and how to report are covered at induction and in the tutorial programme.
- Staff are trained to recognise and respond to bullying, harassment and disclosures of sexual misconduct.
- Students and staff who are in a position of trust must not have intimate relationships with students (CA-HR-02).
- The Academy carries out a **risk assessment** of the risk of sexual harassment of staff and students (including by third parties such as visitors and contractors), and acts on it.
- Supervision, premises design and online monitoring reduce opportunities for bullying.

4 How to report

Route	Details
Tell any member of staff	Personal tutor, teacher, Student Welfare Officer, DSL, Reception
Cardiff Academy app	Report a concern through the app at any time
Email	enquiries@cardiffacademy.co.uk
Police	999 in an emergency; 101 otherwise. Hate crime can also be reported to Victim Support Wales
Support services	New Pathways (Rape Crisis, South Wales): 029 2022 0390; Live Fear Free helpline (Wales): 0808 80 10 800

A person who reports may be the person affected, a witness, or anyone with a concern. Anonymous reports are recorded and used to identify patterns, though they may limit what action can be taken.

5 Responding to a report

1. **Safety first:** if anyone is at immediate risk, call 999. If the person affected is under 18 or an adult at risk, the DSL is informed immediately and CA-WEL-01 applies.
2. **Listen and support:** the person receiving the report listens without judgement, does not investigate, explains the options, and refers to the Student Welfare Officer or DSL.
3. **Options:** the person affected is involved in deciding what happens next, wherever it is safe to do so. Options include: support only; informal resolution (where appropriate and never for sexual violence); a formal complaint leading to investigation under CA-WEL-04 (students) or CA-HR-03 (staff); and reporting to the police. The Academy may need to act without the person's agreement if there is a risk to them or others.
4. **Precautionary measures:** the Academy may put temporary measures in place to protect everyone involved (for example timetable changes, no-contact agreements, or suspension), without any presumption of guilt.
5. **Investigation:** formal investigations are carried out by a trained, independent investigator. Both parties are treated fairly, kept informed, and may be accompanied. Where the police are investigating, the Academy will liaise with them before taking its own action.
6. **Outcome:** both parties are informed of the outcome, as far as data protection allows. Sanctions follow CA-WEL-04 or the staff disciplinary procedure.

6 Support

Support is available whether or not a formal complaint is made, including: meetings with the Student Welfare Officer; counselling; academic support and extenuating circumstances (CA-ACA-06); help to access specialist services (for example the Sexual Assault Referral Centre, Rape Crisis, Victim Support); and support for the student accused, who is also entitled to wellbeing support.

7 Victimisation and false reports

Anyone who is victimised for making a report in good faith, or for supporting someone who has, will be protected, and victimisation will be treated as misconduct. Knowingly false and malicious reports will also be treated as misconduct, but a report that is not upheld is not, in itself, false.

8 Staff

Staff who experience bullying or harassment (including from students, parents, agents or visitors) should report it to their line manager, HR or the Principal. The Academy will take all reasonable steps to prevent sexual harassment of its staff, including by third parties.

9 Records and monitoring

The DSL keeps a confidential log of all reports (including anonymous reports), actions and outcomes. Anonymised data is reported termly to the Safeguarding and Welfare Group and annually to the Board, by type and protected characteristic, to identify trends and improve prevention.

10 Review

This policy is reviewed annually.

Compliance mapping

This policy has been written to meet, and to evidence, the following external requirements. Inspectors and university partners can use this table to locate the relevant provisions.

ISI Educational Oversight (PFE) standards	Section 4 criteria – procedures to prevent bullying and harassment; Standard 13 (respect for protected characteristics); Standard 40 (safeguarding)
British Council Accreditation UK criteria	W3 (policies to promote tolerance and respect, and procedures for dealing with abusive behaviour, known to all staff and students)
University partner due diligence	Partner due diligence – harassment and sexual misconduct policy aligned with sector expectations (for example the OfS condition E6 in England and Universities UK guidance)
Legislation and statutory guidance	Equality Act 2010 (harassment, s.26; employer's duty to take reasonable steps to prevent sexual harassment of employees, as inserted by the Worker Protection (Amendment of Equality Act 2010) Act 2023); Protection from Harassment Act 1997; Sexual Offences Act 2003; Malicious Communications Act 1988; Online Safety Act 2023; Crime and Disorder Act 1998 (hate crime)

Document control

Version	Date	Author / reviewer	Summary of changes
0.9	Pre-2026	Various	CA Anti Bullying Policy (2025); Anti-Bullying Policy 2017; CAVC Bullying and Harassment Policy (reference)
1.0	October 2026	Designated Safeguarding Lead	New policy written for university partnerships, ISI Educational Oversight and British Council Accreditation UK. Supersedes all previous versions.

APPROVED ON BEHALF OF THE BOARD	SIGNATURE	DATE
Chair of the Board of Governors		