

# **Cantab Academy: Anti-Discrimination and Anti-Bullying (including Cyberbullying) Policy**

## **1. Purpose**

Cantab Academy ("the Academy") is committed to providing a learning and working environment that is free from discrimination, harassment, bullying and abusive behaviour, including cyberbullying. This policy sets out the Academy's commitment, the standards of behaviour expected of everyone connected with the Academy, and the procedure for raising and dealing with concerns.

## **2. Scope**

This policy applies to all staff, trainers, participants, Directors and any other individuals engaging with the Academy's courses, whether in person, online, or through the Academy's communication channels. It covers conduct that takes place on Academy premises, at partner university premises, on Academy-organised social or study visits, and online.

## **3. Policy statement**

The Academy will not tolerate discrimination, harassment, bullying or abusive behaviour of any kind. Every participant and member of staff has the right to be treated with dignity and respect, regardless of age, sex, race, ethnicity, nationality, religion or belief, disability, sexual orientation, gender identity, or any other protected characteristic.

This commitment applies equally to online conduct. Cyberbullying — including the use of messaging apps, email or other electronic means to intimidate, humiliate, exclude or threaten another person — is treated with the same seriousness as in-person conduct.

## **4. Definitions**

- Discrimination: treating a person less favourably because of a protected characteristic.
- Harassment: unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.
- Bullying: repeated, unwelcome behaviour intended to intimidate, demean or undermine another person, including through abuse of power.
- Cyberbullying: bullying carried out through electronic communication, such as messaging groups, social media, or email.

## **5. Responsibilities**

- The Directors are responsible for the overall implementation and annual review of this policy.
- The named Programme Director is responsible for receiving and initially handling concerns raised by participants.
- All staff and trainers are responsible for modelling appropriate behaviour and for reporting any concerns they witness or are told about, in line with this policy.
- All participants are expected to treat fellow participants, trainers and staff with courtesy and respect, both in person and in any Academy-related online group.

## **6. Reporting a concern**

Anyone who experiences or witnesses discrimination, harassment, bullying or cyberbullying connected with the Academy's provision should report it as soon as possible. Concerns can be raised:

- Verbally or in writing to the named welfare contact;
- By email to [info@cantabacademy.net](mailto:info@cantabacademy.net)
- Via the out-of-hours emergency contact number issued to participants, where the matter is urgent.

Reports will be treated confidentially, so far as possible, and taken seriously regardless of how they are made. No participant or member of staff will be penalised for raising a genuine concern in good faith.

## **7. Investigation and response**

1. The person receiving the report will acknowledge it promptly and record the details.
2. An initial assessment will be made of whether immediate action is needed to protect the wellbeing of any individual (for example, separating parties or escalating to the police in the case of a criminal matter).
3. A proportionate investigation will be carried out, normally within 10 working days, involving discussion with those concerned.
4. Outcomes may include: no further action, informal resolution (such as mediation), a formal warning, removal from a course or programme activity, or referral to external authorities where appropriate.
5. The outcome will be communicated to the person who raised the concern, so far as confidentiality allows.

## **8. Support for those affected**

Anyone affected by discrimination, bullying or cyberbullying will be offered appropriate support, which may include a welfare conversation with the named contact, adjustments to timetabling or accommodation, or a referral to external support services.

## **9. Training and awareness**

This policy is issued to all staff and trainers as part of induction and is referenced in the student handbook. Staff receive guidance on recognising and responding to bullying, harassment and cyberbullying as part of their induction and ongoing development.

## **10. Monitoring and review**

This policy is reviewed at least annually by the Directors, or sooner if an incident or change in practice indicates a review is needed.

**Date:** Aug 2026

**Review Date:** Aug 2027