

MJTS Bullying and Harassment Policy 2026

Statement Of Intent

Everyone at Michaeljohn Training School is working together to create a community where **bullying** in any form or of any description, will not be tolerated, this includes **Cyber Bullying/Bullying online**. MJTS reviewed Online Safety Policies in 2026 which include filtering and monitoring of online websites, social media sites and staff emails, compliant to Keeping children Safe in Education 2025 and the Code of Conduct Policy. The Equality & Diversity Policy, reviewed by October 2026 to include changes to the Equality Act 2010.

1. As part of its MJTS equality policies and intent, Michaeljohn Training School is committed to ensuring that all employees and learners are treated with dignity and respect while at work or in working with the training school, irrespective of race, gender reassignment, sex or marital status, disability, sexual orientation, age, religion or belief, pregnancy and maternity.
2. The Governors and Directors of Michaeljohn Training School are committed to creating an environment of positive working relationships. To establish and protect such an environment, Michaeljohn Training School has policies and procedures (e.g. complaints) which enable staff, learners and employers to raise concerns and allow these to be addressed.
3. This policy is concerned with the prevention of harassment and **bullying** in the workplace and aims to provide a means of challenging unreasonable or unjustifiable behaviour. It is not intended to inhibit reasonable and effective management of staff.
4. **Harassment and bullying** in the workplace and at the Training School will not be permitted or condoned by the Michaeljohn Training School and may be treated as a disciplinary offence.
5. MJTS requires compliance to Equality and the intent of this policy by all staff. Michaeljohn Training School will promote and publicise this policy among our staff.

Equality Commitment Statement

Michaeljohn Training School is a multi-award-winning training provider of equality, inclusivity and strategic planning and management. MJTS embraces a culture of equality and diversity throughout all aspects of its business in order to reflect the community at large, because we value everybody's individual contribution.

Directors will continue to ensure that equality and diversity is promoted effectively to staff and stakeholders, this will include responses of racial tensions. MJTS will train and update employees, learners and forward equality information to employers to respect equality and inclusivity. MJTS will engage learners into debates, encouraging British Values, sessions and announcements that encourage respect, tolerance and rule of law. The personal development curriculum includes MJTS will act quickly to tackle instances of inappropriate behaviour or **bullying** including instances of direct or indirect, including racist, sexist, disability and homophobic/biphobic/transphobic bullying, use of derogatory language and racist incidents so that everyone can flourish in a safe environment

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where people are treated fairly according to need. MJTS will continue to provide diverse and innovative techniques to engage learners into the equality agenda by maximising enrichment via the curriculums and delivery.

Resources are written in accessible font and easy to understand language, utilising positive imagery, case studies and data to celebrate success and welcome differences. We will support learners and provide differentiated support. We will strive to achieve stretching equality targets and will impact assess the equality policy annually. We will scrutinise our data including achievement gaps annually to ensure that there are no negative impacts. We will communicate our data. Our recruitment policies will address any imbalance through widening participation actions within the equality strategy. MJTS recruitment policies aim to encourage equality and diversity amongst our workforce and learner base so that it is representative of all sections in society. We are committed to making sure that staff, learners and employers understand the principles of equality and inclusivity and are willing to put them into practice and evaluate understanding. MJTS will continue to share good practice with the sector and celebrate, promote and award success.

Aims of the Policy

Who does this policy apply to:

Governors, Directors, employees and learners who have a responsibility to comply with this policy. Management has particular responsibility to implement the policy by creating a good working environment and culture of equality, managing people through respect and in a professional, caring manner.

Definition and effects of bullying are:

- characterised as aggressive, intimidating, malicious or insulting behaviour or abuse or misuse of power through means intended to undermine, humiliate, degrade or injure the recipient.

1. **Bullying** does not always derive from supervisor/subordinate relationships or vice versa; unacceptable peer pressure can also amount to **bullying**.

Examples of **bullying** include:

- displays of rage at a colleague in public and/or in private
- personal insults and name-calling
- persistent unjust criticism and public humiliation
- setting objectives with impossible deadlines
- removing areas of responsibility and inflicting menial tasks instead
- ignoring or excluding an individual, or talking only to a third party to isolate another
- spreading malicious rumours
- insulting someone
- copying someone into an email who do not need to know
- ridiculing or demeaning someone
- exclusion

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- victimisation
- unfair treatment
- overbearing supervision
- Learner on Learner Abuse
- unwelcome sexual advances
- Sexual Abuse
- Sexual Harassment
- Consent
- Coercion
- touching or standing too close
- displaying offensive materials
- making threats or comments about job security without foundation
- Criticising your colleagues work unnecessarily.
- preventing individuals progressing by intentionally blocking promotion or training opportunities.



2. **Bullying** can take other forms. For example, what may emerge as a concern initially categorised as 'harassment', 'intimidation' or 'aggressive management' may, upon investigation, be considered to be a case of **bullying**.

3. A person who is subject to **bullying** may suffer from physical and/or emotional symptoms, e.g. disturbed sleep, feeling sick, sweating, shaking, depression and loss of confidence and motivation. Additionally, they can suffer in other ways, e.g. loss of training and development opportunities, and missed promotion opportunities.

Prejudice Based

MJTS recognises bullying behaviour may be a result of prejudice that relates to perceived or actual differences. This can lead to predatory language or behaviour including;

- Racism
- Sexism
- Homophobia
- Biphobia
- Transphobia

MJTS understands that vulnerable and minority groups may be more effected.

Discrimination

MJTS is committed to ensure an inclusive environment that is free from discrimination including unfair treatment because of protected characteristics.

Responsibilities of Staff in regard to learners

MJTS is committed to ensuring that all learners feel safe and respected as they learn and train and that they feel to be part of MJTS in an environment free from any form of harassment or **bullying**. MJTS require all staff to uphold our commitment which is that we will not tolerate any form of **bullying or harassment** at the Training School and in salons/barbershops. We will take firm and decisive action to protect learners from harm.

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Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. This being considered, **Bullying** can and frequently is associated with other issues that we may consider under reports of Safeguarding, and equality. It is always important to remember type of abuse and neglect as all too often the behaviours and instances of events are aligned. Consider the **indicators of abuse & neglect** as well as the **types of safeguarding issue**.

**Categories of abuse are included in the Child Protection, Safeguarding and PREVENT Policy are available on the website and noticeboards at the Training School.*

We expect that all learners will treat peers and staff and clients with courtesy and respect. It is our responsibility to ensure our working environment displays and creates an environment where learners may foster such behaviour by example. The Equality Officers also recognise the organisations responsibility to ensure that all learners are clear about our expectations of behaviour and that there are consequences for any person who may breach what those expectations are. Commitment to policy shall be supported through staff training and the commitment via a PD curriculum of learning, and associated KSB's.

In outlining behaviour that would be considered inappropriate or unacceptable, examples and details offer clarity of the procedures that should be followed when an allegation or suspicion of **bullying or harassment** is made by a member of staff, learner or working partner.

MJTS Policy requires all to consider the following points and in doing so, understand individual responsibility to uphold policy and procedure:

- It is the responsibility of all employees and learners to create and support a learning environment that is free from harassment, threat or intimidation.
- **Bullying or harassment** will not be tolerated at the Training School or within learner workplaces. Any reports or allegations will be treated seriously and dealt with according to the procedures
- Learners will be actively encouraged to report incidents and so must be supported and protected through the process of making any complaint.
- All learners, parents/carers and MJTS employees shall be made aware of this policy via the MJTS website. Through training, awareness and transparency we aim to support a culture that is pro-active and vigilant for signs that may indicate **bullying or harassment** is being experienced by individual(s).
- The prevention and awareness of the signs of harassment and **bullying** are part of the Expectations of Behaviour. Incident that may breach these expectations can result in disciplinary action being taken, potentially considered to be gross misconduct.
- Staff and learners shall be trained and supported with the appropriate training and skills to deal with incidents of **bullying** and the importance of reporting to the Equality Officers/ Designated Safeguarding Team.
- Incidents and perceptions of **bullying or harassment** will be monitored and recorded via the MIS.
- Training and awareness of what constitutes being a bully, attitudes and behaviours shall help to identify and understand why change is necessary to attitudes and why **bullying** occurs.

How to complain about harassment or bullying

Michaeljohn Training School has a complaints procedure and policy detailing how to raise a grievance and how it will be dealt with. It is available on the MJTS website, reporting of concerns is reporting in the Equality Policy.

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Responsibilities of governors and staff (including complainants)

The Michaeljohn Training School requires all governors and staff to maintain a high standard of conduct in relationships with colleagues and those who are under their direct authority. This can be further supported via MJTS code of conduct policies and procedures within Safeguarding and the Staff code of Conduct Policy. Specific requirements and compliance to policy are:

- The Michaeljohn Training School will not tolerate intimidation, victimisation, retaliation or discrimination against an individual for filing a complaint or assisting in an investigation, whether or not the complaint is upheld. Where such action is alleged, the matter will be dealt with in the same way as an allegation of harassment or bullying.
- Malicious complaints of harassment or **bullying** will not be condoned and will be regarded as a disciplinary offence. They will be dealt with in accordance with MJTS disciplinary procedure.
- This policy must not be used as a defence against reasonable management behaviour, e.g. action under the capability or disciplinary procedure. Such procedures may be suspended where a complaint of harassment or **bullying** is made.
- This policy further requires all governors and staff to act to eliminate any harassment or **bullying** in the workplace of which they are aware. Failure to do so will be considered a failure to fulfil all the responsibilities of their position.
- Harassment or **bullying** of any kind should not be dismissed by either governors or staff as trivial or insignificant.

MJTS captures the learner voice including on feedback forms. *“Was the session free from bullying and harassment, including sexual harassment?”*

Referral and reference to associated policies:

Equality and Diversity Policy
Safeguarding and Child Protection including PREVENT Policy
MJTS Sexual Harassment & learner on learner (child on child) Abuse Policy
Online Safety Policy and declaration

This policy will be updated annually as a minimum as detailed on the change log

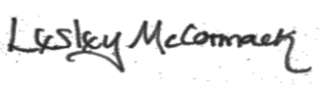
Version Control Log

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Version/Revision	Date	Changes	Author
1	September 2021	Categories of abuse and Keeping Children Safe in Education	Simon Stuart
2	March 2022	Policy updated to include a wider data/harassment scope.	VLM
3	September 2022	Updated with Equality Deputy Details and Keeping Children Safe in Education 2022.	VLM
4	April 2023	ICT policy 2023	VLM
5	April 2024	updates to the Equality Act revisions 2010	VLM
6	May 2024	Updated branding (removed Matrix)	PS
7	November 2024	To include changes to the Equality & Diversity Policy.	VLM
8	November 2025	Review of Transphobia	GAM
9	March 2026	Updating format and data	VWM

Signed: 

Date: March 2026



Lesley McCormack
Equality Manager



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