

## **BE SAFE BE HEARD POLICY**

This Be Safe, Be Heard policy is drawn up by Rutledge to ensure that learners and staff should feel safe, respected and listened to regardless of their backgrounds or personal attributes, and be confident to speak out and know they will be heard.

There are mechanisms in place by where learners / staff can discuss key issues relating to their experience and feel confident this will lead to action, and that the culture of the organisation and expectations of learners and staff encourage positive supportive behaviour. "Be Safe, Be Heard" is a cross-organisation initiative which will involve all learners and staff.

### **The objectives are:**

- For learners and staff to feel confident that they can study and work in an environment where they feel safe, respected and listened to regardless of their backgrounds or personal attributes
- For learners and staff to have the ability and confidence to recognise and challenge inappropriate behaviour and language
- To ensure learners have a loud and powerful 'voice' to express opinions and expect actions
- To ensure that procedures and policies of how to deal with incidents are in place, understood, operate effectively and are consistently applied
- To raise the level of awareness and knowledge of specific equal opportunities issues e.g. racism, sexism, homophobia and bullying and for staff to be able to confidently teach and apply them
- Where appropriate focus effort on specific groups with historical difficulties.

### **To be achieved through:**

- Implementing clearly and firmly the concept that 'unacceptable behaviour will not be tolerated' across the organisation to all staff and learners under the banner of 'Be Safe, Be Heard'.
- Understanding by all staff that they have both the right and responsibility to challenge inappropriate behaviour
- Delivery of the key messages in a clear, strong promotional campaign
- Compulsory delivery of key sessions in Induction
- Setting of very clear and high expectations of behaviour in and outside the class.
- Introduction of measuring of learners views on how 'safe' (i.e. free from any discrimination or bullying) they feel
- Consistent application of transparent disciplinary procedures
- Implementation of our anti-bullying / anti-harassment) policy and procedures
- The development of effective Learner Focus Groups with power to express the student voice and access to senior managers.

**Reviewed by: SMT (August 2012)**

**Revised by: Breda Cullen**