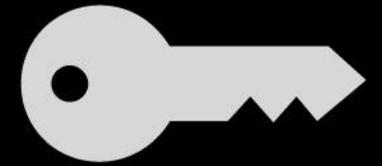# NCFE - Safeguarding in a learning environment

Subtitle

NCFE Level 1 Award in Safeguarding in a learning Environment

This programme will be completing the following units:

- Unit 1 – Understanding the need for safeguarding in a learning environment – K/504/0222

- Unit 2 – Establishing safe personal boundaries in a learning environment – M/504/0223

- Unit 5 – Investigations harassment and bullying in a learning environment – J/504/0227

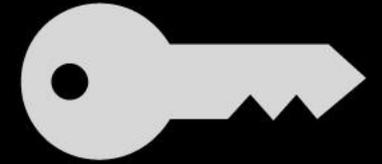- Unit 6 – Recognising abuse in a learning environment – L-504/0228

How will I learn?

During this programme, you will be expected to read through the unit notes of this presentation, conduct personal research and finally combine this learning with speaking with your employers to consolidate your new knowledge.

At the end of each unit will be expected to complete knowledge checks. This is to allow you to demonstrate the new knowledge you have gained from the teaching methods mentioned above. Your answers will be independently marked and you will be awarded a 'Pass' or 'Refer'. If you do find yourself referring on any element of this programme, your assessor will provide you with feedback and the opportunity to reattempt your answer to ensure you are able to pass.

When completing your questions, please ensure you pay attention to the verbs of the question. The next slide will help you understand the level of detail needed in each of the answer. Again, if you have any questions, before you submit your answers, your tutor will be there to offer support.
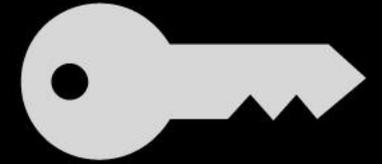
Terminology used within your answers

Identify – This would encourage to you complete a list or bullet points within your answer.

Explain – This answer would need to be more than a sentence. A small paragraph which has allowed you to demonstrate your understanding, with some clear reasons within your answer.

Describe – This answer will need to be more than a sentence. You will be expected to write a short paragraph which fully describes the point you are trying to make.

Summarise – This answer will need more than just a sentence. You will be expected to write a paragraph or overview of the main text.
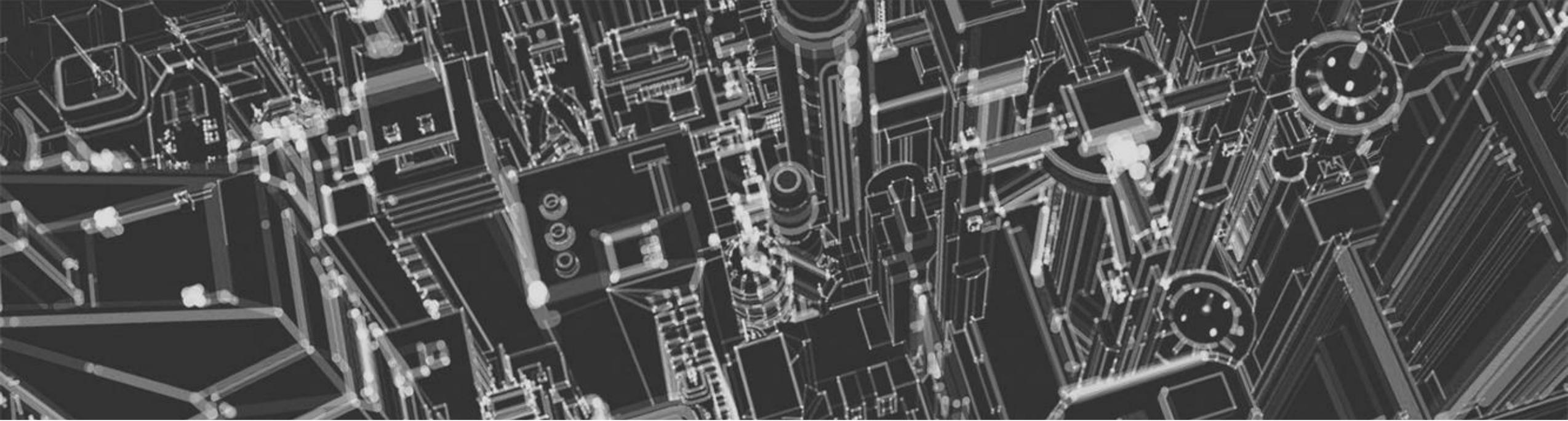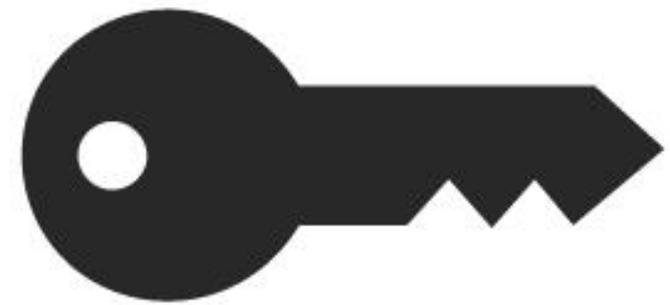
Assessing your workbook

As mentioned on 'How will I learn' slide, your workbook will be marked by an assessor and you will be provided with feedback.
Should you feel that you have been treated unfairly, as a student of City-Skills, you are within your right to use the complaints/appeals procedure. Please use the link below to the ensure you are able to access this if needed.
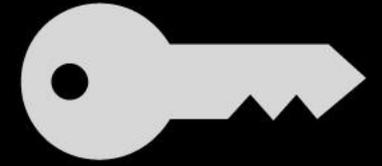
Our Policies - City Skills (city-skills.com)

Unit 5 – Investigating harassment and bullying in a learning environment.
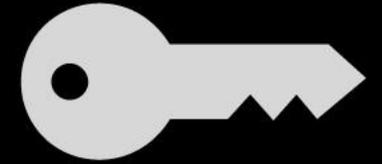
City Skills

What will I learn in this unit?

In this unit we will achieve the following criteria:

1.1 Define the term 'harassment'

1.2 Define the term 'bullying'

1.3 Give examples of harassment and bullying that may take place in their learning environment

What is harassment

City Skills

Harassment is classed as someone is subjected to unwanted behaviour that makes you feel intimidated or humiliated. You may also find this behaviour to be offensive.
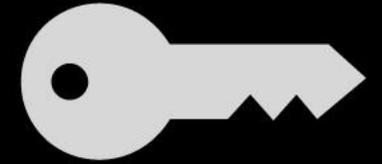
Harassment can happen on its own, or it is often found to be connected to one or more of the 9 protected characteristics under the Equality Act 2010. We learnt about these in unit 1. Before you click Next, write these down and see how many you can remember.

NEXT

1. Age
2. Disability
3. Gender reassignment
4. Race
5. Religion or belief
6. Sex
7. Sexual orientation
8. Pregnancy and maternity
9. Marriage or Civil partnership

Unwanted behaviour comes in many forms: Spoken or written words - letters, email and text, Physical gestures, facial expressions, jokes and images.

 you're being harassed or bullied at work - Citizens Advice

What is bullying

Bullying is known to be when either an individual or a group seek to cause harm, intimidate and coerce someone who is perceived to be vulnerable - Protecting children from bullying and cyberbullying | NSPCC Learning

Bullying can take place anywhere, at home, at school or college, and more recently on-line even playing computer games!
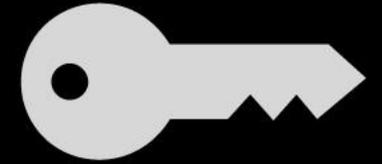
Bullying has a mixture of behaviours or actions that can contribute to the individual to feel they are being bullied.
1. Verbal: Name calling and being unkind about them as a person or their family.
2. Physical: Hitting or pushing the individual.
3. Emotional: Making threats towards them or their family, undermining them, isolating them others.

Activity
Using the link above and below, read through and identify other forms of harassment and bully.
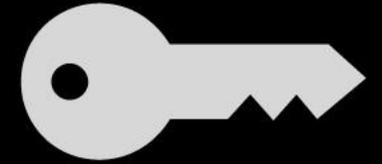Bullying at school: Bullying - a definition - GOV.UK (www.gov.uk)

What will I learn in this unit?

In this unit we will achieve the following criteria:

2.1 Identify where to find an antibullying and harassment policy and procedures document within learning environment
2.2 Select key points from the antibullying and harassment policy and procedure within their learning environment
2.3 Identify their point of contact if they suspect that harassment and bullying in taking place withintheir own learning environment

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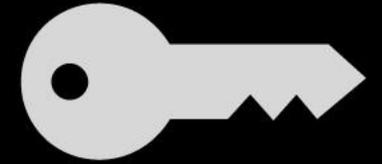
Bullying and Harassment policy

In many organsiations, your bullying and harassment policy will be found on your internal internet, or you may need to speak to your line manager or Human Resources department.
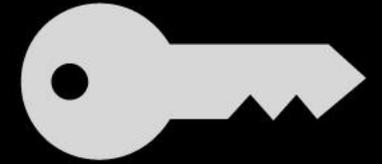
Activity

Speak to your line manager, ask where you might find this and print this off.

Within the policy you will be able to identify the key points to ensure your learning environment is protected from any bullying or harassment towards the learners but equally the learning facilitators.

Here are some key points:
1. What is your organization's stance on any bullying and harassment in the workplace
2. What is bullying and harassment
3. What you can do stop any bullying and harassment
4. What you should do if you feel you are being bullied or harassed.
5. What will happen if you are accused of any bullying or harassment
6. Malicious allegations and false statements
7. Who is responsible for the policy

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4. What you should do if you feel you are being bullied or harassed.
5. What will happen if you are accused of any bullying or harassment
6. Malicious allegations and false statements
7. Who is responsible for the policy
8. Where you can get independent support and guidance

Activity

Following these points, refer to your own policy, have you identified other key factors? Write these down.
On each of the points write a description on what these mean.

Unit 5 learning completed

Well done!

You have now completed unit 5 of your assigned course.

Ensure you read through your notes and refer to the descriptors of the questions you are likely be asked to check your new knowledge.

This will be marked independently, and you will be provided with feedback.