NOVEMBER 2026 EDITION
19-24 LEARNER EDITION

TOTAL TOPICS

TOTAL TRAINING PROVISION

TOPIC OF THE MONTH

Bullying, Respect & Belonging

Everyone deserves to feel safe and included.

Starting work, building friendships and learning alongside others should feel safe. This edition explores workplace chats, exclusion and sexual harassment, with practical ways to respond and ask for support.



— You do not need proof before you tell someone. —

What Respectful Behaviour Looks Like

Listen & Take Turns
Let people finish. You can disagree without insults, shouting or humiliation

Considerate Language
Avoid offensive jokes, stereotypes and comments about appearance.

Respect Boundaries
Ask before touching, borrowing or sharing photos and messages. Accept "no" without pressure.

Include Others
Welcome people into conversations & activities. Do not deliberately leave someone out.

Think Before Posting
Keep group chats respectful. Do not spread rumours, share private information or join pile-ons.

Take Responsibility
If you cause harm, listen, apologise and change your behaviour.

"Only Banter" Does Not Remove The Impact
A joke should feel welcome to everyone involved and stop when someone is uncomfortable

When Banter Becomes Harmful

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Respect boundaries and stop when someone is uncomfortable.

Respect boundaries and stop when someone is uncomfortable. A smile or silence may hide pressure to fit in. "That is our workplace culture" does not excuse harmful behaviour.

You do not have to challenge someone first or repeatedly say no before asking for help.



What could this look like?

Social Exclusion

Deliberately keeping someone out of essential shift updates, learning opportunities or meetings.

Workplace Group Chats

Repeated put-downs, humiliating memes, sharing personal information or pressure to join offensive jokes. Work-related chats can cause harm outside working hours too.

Sexual Harassment

Unwanted sexual comments, messages, images, touching or pressure.

Online Pile-ons

Several people targeting one person through comments, reactions, quote-posts or threats.

Recognising Bullying

Bullying often involves repeated hurtful behaviour and unequal power. Power can come from a group, popularity, age, a job role or control over a chat. A one-off incident at work can also be bullying. One serious incident can be abuse or a safeguarding concern.



How You Can Support Someone

- Do not join in, forward messages or encourage retaliation.
- Check in privately: "Are you safe? Would you like help speaking to someone?"
- Interrupt only if safe: "Let's keep this chat about work."
- Ask a safe manager, HR, union representative or TTP for help.
- Offer support afterwards without pressuring someone to disclose or promising secrecy.

Tell staff promptly about threats, physical harm, sexual pressure, discriminatory abuse, stalking, blackmail or fear of attending

You do not need to wait for it to happen again to ask for help.

Keep Message Details Safely

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Your Safety Comes First

You can report even if messages have disappeared or you cannot save them. You do not need proof before you tell someone.



Save Only If Safe

For ordinary abusive messages, include the date, time , username, chat name and surrounding messages, keep the original unedited.

Make a Short Incident Log

Write down what happened, where, when, who was involved, any witnesses and how it affected you. Keep relevant profile or post links.

Stop If Saving Adds Risk

Some apps alert people to screenshots, if saving evidence could increase the risk, stop and ask a trusted adult or safeguarding staff for help.

Keep Records Private

Use a password-protected place. Show safeguarding staff privately and ask how to transfer records securely. Do not use class chats, shared folders or the Trello board

Important: Sexual Images of Anyone Under 18

Do not screenshot, download, copy or forward nude or sexual images of anyone under 18. Tell safeguarding staff where the content is without sharing the image.

Report, Block and Step Away

Use the app's report and block tools. Do not stay in an unsafe chat or keep engaging to collect more evidence.

Positive Reminders After Bullying

- I deserve to feel safe and be treated with respect.
- Hurtful comments do not define who I am.
- I can set boundaries and ask for help.
- I can take my time to rebuild my confidence.

You do not have to feel positive all the time or face bullying alone.

Real Stories, Real Support

Read Jordan's Story →

Read Lola's Story →

Bullying Support & Advice

Safeguarding at TTP

During your training: Tell your Skills Coach, the Safeguarding Team or another trusted member of TTP staff.

At Work: Tell your manager, HR, safeguarding contact or Skills Coach

If the concern is about that person, tell someone else you trust.

Safeguarding Support & Reporting →

British Values & Support

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Put British Values Into Practice



Democracy

Vote on respectful group expectations, such as asking before sharing photos and including everyone in course chats. Rights and safety cannot be voted away.



Rule of Law

Use fair reporting and complaints routes.



Individual Liberty

Everyone can set boundaries, say no and ask for help without pressure, intimidation or retaliation.



Respect & Tolerance

Challenge prejudice safely. Respect different beliefs, including non-belief. You can disagree with an idea without insulting or threatening a person.

Choose The Right Support



Victim Support

Free, confidential support after crime. Call 0808 1689 111 or use online chat, available 24/7.



STOP HATE UK

Information and independent support about hate incidents and hate crime. Check whether reporting services cover your area.



ACAS

Free, impartial workplace guidance for learners in employment, including apprentices. Tell TTP too if someone on placement targets you.



Report Harmful Content

Guidance on reporting harmful posts or messages. Use the under-18 advice if appropriate and ask a trusted adult or TTP for help.



Adult Safeguarding Information

Information about protecting adults with care and support needs from abuse or neglect. Ask TTP for support with concerns.



Support That Works For You

If you need help understanding information or reporting a concern, speak to your Skills Coach or the Safeguarding Team.

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Inclusivity Calendar

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Your Wellbeing, Safety & Support

Scan the QR code to explore our wellbeing, safety and support resources. Find useful advice and organisations you can turn to when you need help.

To report a concern, contact TTP directly. Please do not post personal information or screenshots on the board.



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M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8 Diwali & Bandi Chhor Divas; Remembrance Sunday
9	10	11	12	13 BBC Children in Need Appeal	14	15
16 Anti-Bullying Week → 20th	17	18	19 UK Disability History Month → 19th Dec	20 Transgender Day of Remembrance	21	22
23	24	25 16 Days of Activism → 10th Dec	26	27	28	29
30						