NOVEMBER 2026 EDITION
25+ LEARNER EDITION

TOTAL TOPICS

TOTAL TRAINING PROVISION

TOPIC OF THE MONTH

Bullying, Respect & Belonging

Everyone deserves to feel safe and included.

Workplace experience does not make anyone immune to bullying or harassment. This edition explores hierarchy, ageism, racism, disability-related harassment and colleague conflict, including support when work, learning and caring responsibilities overlap.



— 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

Banter, Conflict & Unequal Power

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Respect boundaries and stop when someone is uncomfortable.

Banter becomes harmful when it is unwanted, humiliating, intimidating or used to exclude. A person may laugh to protect their job or avoid conflict. Intent is not the only issue.

One serious incident matters. You do not have to wait for a pattern before reporting.



What could this look like?

Workplace Hierarchy

Managers may control shifts, progression or training. Repeated humiliation, job threats or pressure to stay silent can make reporting difficult. Seniority does not excuse abuse.

Racism

Slurs, hostile comments about skin colour, nationality or ethnic background, mocking names or accents, or racist messages need reporting. Calling them jokes does not remove the harm.

Ageism

Comments such as "past it", "too old to learn" or "too young to lead" can undermine confidence. Exclusion from training because of age may be discrimination—ask for advice.

Disability-related Harassment

Mocking disability, a health condition or access needs, or humiliating someone over adjustments, is harmful. Hidden disabilities and neurodivergent learners need respectful support too.

Disagreement or Bullying?

A disagreement about a task is not automatically bullying. Fair feedback should be specific, respectful and focused on work. Personal insults, discriminatory remarks, intimidation or retaliation need a different response. Both people being upset does not mean they share equal power or responsibility



How You Can Support Someone

- Do not join in, Check in privately and ask what support they would like.
- Do not join in, forward messages or encourage retaliation.
- Ask a safe manager, HR, union representative or TTP for help.
- Do not pressure someone to disclose or promise 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

Your safety comes first. A report is valid even if messages have disappeared or you cannot safely save them.



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

Intimate and Sexual Images

Do not request, copy or forward intimate images. Do not screenshot or download 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.

The Total Topics

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						