

# SHIRLEY CHILDREN'S CENTRE ANTI-BULLYING POLICY

This policy links with the following:

- Child Protection and Safeguarding Policy
- Behaviour Management Policy
- Code of Conduct Policy
- Staff Competency Policy (Forest Academy terms and conditions)
- Staff Disciplinary Policy (Forest Academy terms and conditions)
- Complaints Policy

## Document Control

### Amendment History

Version/Issue Number	Date	Author	Remarks/Reason for change	Review Date
1	October 2014	Eyullahemaye Henry-Miller	To be ratified by the governing body	October 2015
2	October 2015	Eyullahemaye Henry-Miller	Reviewed	October 2016

## **Anti - Bullying Policy**

### **Statement of Intent**

**Shirley Children's Centre is committed to the principle of helping children and adults to achieve more and places the happiness, welfare and safety of the children who attend the Centre as its highest priority. Shirley Children's Centre will endeavour to provide an environment that is safe and free from bullying. Bullying is not tolerated at the Children's Centre and staff will act swiftly to manage situations which arise.**

**Shirley Children's Centre has written this policy to ensure that best practice and procedures are carried out at the centre.**

**Developing effective anti-bullying practice is essential because it promotes:**

- Individual wellbeing
- Increased educational attainment
- Positive behaviour
- The children's centre as a caring establishment
- A safe, secure and happy environment
- A consistent approach for all members of the community
- Early intervention to support a change in patterns of behaviour
- A coherent management strategy
- Active citizenship by increasing participation of children, staff, and parent carers.

### **Aims**

- To provide a safe, caring environment for the whole community and especially the children in the care of the children's centre.
- To instill in children that bullying is unacceptable and that reports of bullying will be taken seriously, recorded and acted upon.
- To reassure children that they will be listened to and will know that it is all right to tell.
- To listen to the concerns of parents and keep them informed of actions taken in response to a complaint.
- To investigate all reports of bullying with detailed records kept of incidents, reports and complaints.
- To take appropriate action.
- To monitor incidents of bullying during each year. The Centre Manager will monitor and ensure records are kept of each incident.

### **Definition**

The DCSF definition of bullying, as defined in their September 2007 Guidance: 'Safe to Learn: embedding anti-bullying in schools', is:

**'Behaviour by an individual or group usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.'**

Other types of bullying include:

- **Cyberbullying** is the use of Information and Communications Technology (ICT) particularly mobile phones and the internet, deliberately to upset someone else
- **Homophobic bullying** occurs when bullying is motivated by a prejudice against lesbian, gay or bisexual people
- **Racist bullying** refers to a range of hurtful behaviour, both physical and psychological, that make the person feel unwelcome, marginalised and excluded, powerless or worthless because of their colour, ethnicity, culture, faith community, national origin or national status.

### **Bullying can be:**

**Emotional:** Being unfriendly, excluding, tormenting (e.g. threatening gestures), ridicule, humiliation

**Verbal:** name-calling, sarcasm, spreading rumours, threats, making fun of someone

**Physical:** Pushing, kicking, hitting, punching, spitting, taking or hiding someone's things

**Racist:** Racial taunts, gestures, making fun of culture and religion

**Sexual:** Unwanted physical contact, sexist comments

**Online / Cyber:** Sending offensive text or emails

Any unfavourable or negative comments, gestures, or actions made to someone relating to their disability or special educational needs.

### **When it is not bullying**

It is important to understand that bullying is not the odd occasion of falling out with friends, name calling, arguments or when the occasional joke or trick is played on someone. It is bullying if it is done Several Times On Purpose (STOP). We acknowledge that this may refer to repeated incidents of a different nature.

Children sometimes fall out or say things because they are upset. When occasional problems of this kind arise it is not classed as bullying. It is important part of children's development to learn how to deal with friendship breakdowns, the odd name calling or childish prank. Children must learn how to deal with these situations and develop social skills to repair them

### **Procedures for Dealing with Bullying Behaviour**

*When dealing with suspected incidents of bullying staff will be guided by the following principles.*

- Never ignore suspected bullying.
- Do not make premature assumptions. Listen to both sides of the story.
- Listen carefully to all people— more than one child with the same version does not mean they are telling the truth.
- Use a logical approach that moves pupils forward and focuses on making things right.
- Follow up the issue to check bullying has not reoccurred.
- Record information in detail outlining any incidents and conversations.

***In the event of incidents which have been identified as 'bullying' the following principles and procedures will be followed at Shirley Children's Centre***

- Incidents of bullying at the Centre will be investigated thoroughly and sensitively following the Centre policy. Any reported incidents must be reported to the Centre Manager immediately.
- Staff members and volunteers have a duty to inform the Centre Manager of any bullying incidents they witness or suspect involving children or adults at the Centre.
- Children will be encouraged to report any incident of bullying that they experience or witness. Staff will be reassure children that what they say will be listened to and taken seriously and detailed notes must be made clearly stating the allegation the child has made.
- The procedures will be explained to the child so that they are fully aware of the action to be taken. A 'Bullying Incident Log' form must be completed outlining the incident and action to be taken and this must be copied to the parent and stored in the main centre file.
- The victim of bullying will be supported by members of the children's centre.
- In the majority of cases bullying behaviour will be dealt with according to the strategies set out in the Behaviour Management policy. This will involve working and talking with the bully to help them understand the impact of their behaviour and helping them make changes to prevent any occurrence of the behaviours causing concern.

Independent advice on how to deal with bullying can be found at [www.bullying.co.uk](http://www.bullying.co.uk)

***Sanctions for perpetrating bullying behaviour bully may include;***

- Verbal reprimand by the Centre Manager.
- Discussions with parents/carers where appropriate.
- Withdrawal of children from activities at the Centre and in severe cases for a period of time.

**Strategies for managing bullying behaviour**

- If a child has been the perpetrator of bullying, the Centre Manager will inform their parent, carer or guardian and if necessary have a formal meeting with the parents to discuss the issues and identify solutions to the problem.
- If a staff member or volunteer has been the perpetrator of bullying this will be dealt with by the Centre Manager in accordance with the Staff Competency and Disciplinary Policy.
- If a parent has been the perpetrator of bullying, this will be dealt with by the Centre Manager in accordance with the Centre Code of Conduct and Behaviour Management Policy.
- Where bullying behaviour persists and is not stopped by using the strategies outlined in the Behaviour Management Policy, more serious actions may have to be taken if the behaviour is causing significant harm to another child or adult.
- If a parent or carer is unhappy with any aspect of the way the centre handles the issue of bullying they may refer to the Centre's Complaints policy.

It is intended that by adopting this policy and keeping staff, volunteers, families and the management committee informed, trained and up-to-date with procedures, the centre can avoid the need for complaints.

However, the Children's Centre Manager is the first point of contact should you have any queries over this policy and its related procedures

### **Policy Endorsement**

This policy is agreed and signed by the governing body of Forest Academy School