



# Anti-Bullying Policy

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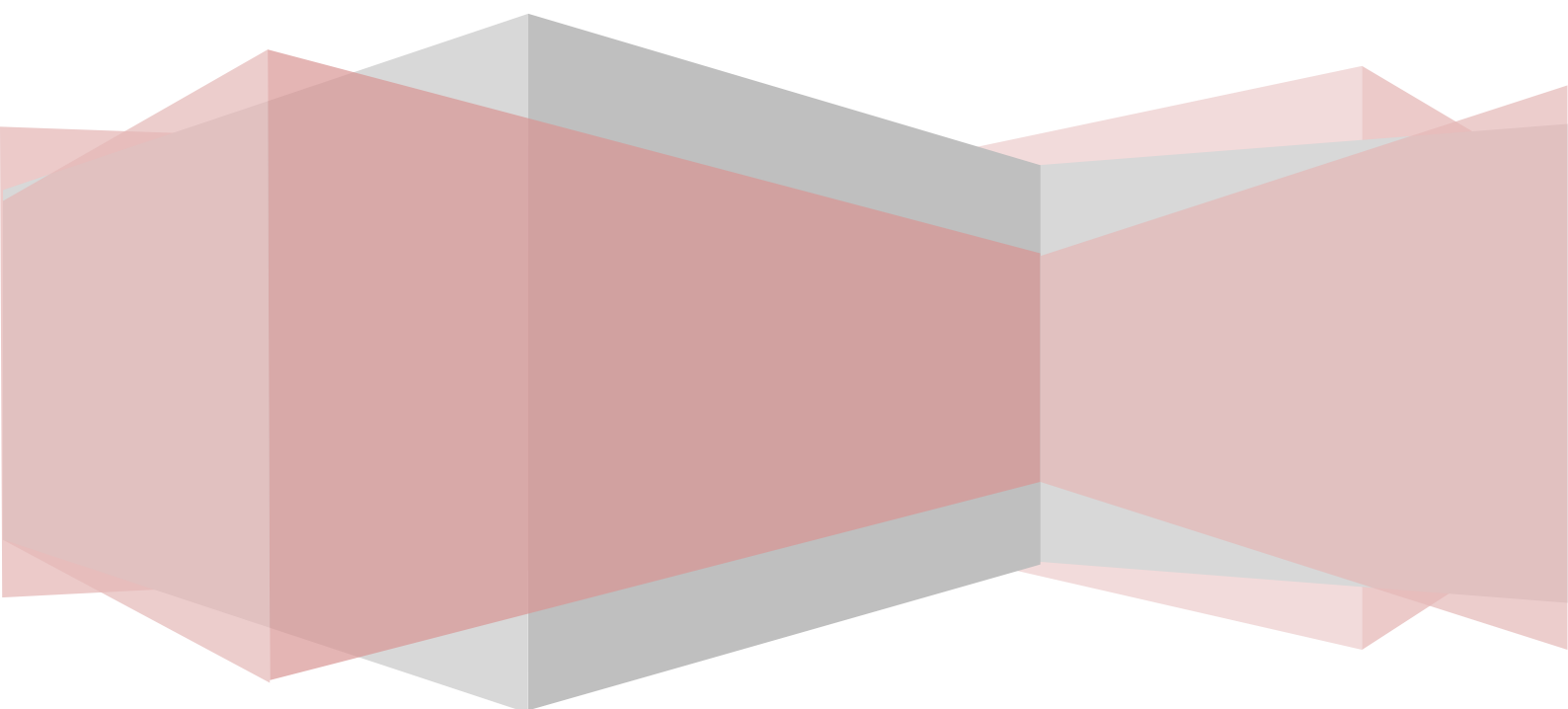
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Approved by Trustee: ..... Date: Jun 2010  
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Recorded by Office: ..... Date: .....  
(A.D. Webb)

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## Review Record

Reviewer	Trustee Approved	Changes Made	Version No.	Date
Alan Webb		Added cover pages	1.0	Apr 08
Sam Crump		Rewritten	2.0	Jun 10

### 1.0 Terminology and Cross Reference

- 1.1 The term “staff” refers to employees, volunteers and trustees.
- 1.2 The term “senior staff” refers to the full-time employees.
- 1.3 The term “Charity” refers to the Connection Bus Project.
- 1.4 The term “designated safeguarding officer” refers to the senior staff trained for the role.
- 1.5 The term “workers” refers to those employed as youth workers.
- 1.6 The term “volunteers” refers to those that are formally contracted to assist youth workers.
- 1.7 This document should be read in conjunction with the charity’s:
  - Child Protection Policy
  - Confidentiality Policy
  - Data Protection Policy
  - Strategy for Dealing with Difficult Behaviours

### 2.0 Definition – according to ‘Bullying - Don’t suffer in silence, anti-bullying pack for schools’ DfES

- 2.1. There are many definitions of bullying, but most consider it to be:
  - deliberately hurtful (including aggression)
  - repeated often over a period of time
  - difficult for victims to defend themselves against
- 2.2. Bullying can take many forms, but three main types are:
  - physical - hitting, kicking, taking belongings
  - verbal - name calling, insulting, making offensive remarks
  - indirect - spreading nasty stories about someone, exclusion from social groups, being made the subject of malicious rumours, sending malicious e mails or text messages on mobile phones
- 2.3. Name calling is the most common direct form. This may be because of individual characteristics, but pupils can be called nasty names because of their ethnic origin, nationality or colour; sexual orientation, or some form of disability.

### 3.0 Policy

- 3.1 All young people have the right to a life which is free from humiliation, oppression and abuse. All adults involved with the charity have the responsibility to ensure that the

atmosphere is caring and protective. Bullying can damage the climate of the charity, and it is pervasive, others get drawn in.

The policy of the charity is to ensure that:

- our culture is one in which the young people are respected and recognised as individuals.
- the young people are encouraged to be responsible for their own wellbeing, and that of others.
- incidents of bullying are dealt with quickly, firmly and fairly, and that bullies and victims are helped to change their behaviours and increase their self-esteem.
- young people are encouraged to discuss the issue of bullying, if appropriate in confidence, and that they are involved in ensuring it does not occur.

3.2 The charity will give young people the opportunity to discuss and explore the whole issue. Bullies and victims need help in changing behaviour and raising self-esteem.

3.3 Sometimes the term bullying is used to refer to isolated incidents and disagreements between young people which do not meet the stated and nationally agreed definition. These incidents are to be dealt with and followed up but care is taken to ensure that the response is appropriate.

## **4.0 The Procedure – how we will react to bullying.**

4.1 Incidents or reports of bullying must be reported to the senior worker on duty and recorded in the significant events section of the database, clearly stating who reported the issue and who was involved, bully/ies and victim/s.

4.2 Parents that report any incidents of bullying are always informed of the policy and thanked for letting us know of the issue. However, due to the confidentiality policy of the charity there is no more feedback we can offer other than we will investigate and act on the issue or we feel that the issue has been resolved and will continue to monitor the situation. We will encourage the young people involved to keep communicating with their parents.

4.3 The charity will continue to encourage all young people to work together and develop good relationships with one another by specific interventions, where it is deemed necessary, to resolve conflicts between individuals and/or groups of young people using the charity.

4.4 Intervention to focus on young people who have been bullying others regularly for some time, *as well as* those being bullied. The aim is to establish ground rules that will enable the young people to co-exist. There is a simple template available:

- hold brief, non-confrontational, individual 'chats' with each young person involved without interruptions those doing the bullying first
- get agreement with each that the bullied young person is unhappy and that they will help improve the situation - if they cannot suggest ways to do this be prescriptive
- chat supportively with the bullied young person - helping them to understand how to change if thought to have 'provoked' the bullying
- if the bullying also involves theft or damage to property then try to reach a mutually amicable agreement for all involved, the bully/ies in this situation will be made

aware that information will be passed on to the designated safeguarding officers to make decisions about whether further action is needed. This might include sanctions against the bully/ies, and possibly reporting the incident outside the charity (see 4.5 below).

- check progress a week later, then meet all involved to reach agreement on reasonable long-term behaviour - at this stage participants usually cease bullying
- ongoing awareness that the bullying may start again or target another young person

Guidelines adapted from 'Bullying – don't suffer in silence, an anti-bullying pack for schools' published by the DfES.

#### 4.5 Sanctions and further action:

4.5.1 In the event that we are unable to resolve an issue of bullying where the young people's use of the charity's facilities is the only environment where contact between the young people is an issue then it may become necessary to take further action. If we identify a more serious culture of bullying or our interventions are unsuccessful then the designated safeguarding officers will consider taking the matter outside of the charity, either inviting specialists in to work with the young people and/or in very serious cases involving the police or reporting it as a safeguarding issue.

4.5.2 If the bullying between young people is also an issue within school it should be raised by the charity's designated safeguarding officers with the youth workers and designated safeguarding officer in the school, with permission of the victim and without disclosing the name of the bully or bullies.

4.5.3 Any cases of bullying where there is also theft of or damage to property should be reported to the designated safeguarding officers with full details, including a description of any agreements reached between bully/ies and victim/s, so that a decision can be made about referral to the police.