



## Anti - Bullying Guidance Policy

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Date Drafted - 1<sup>st</sup> April 2013 (to be reviewed annually or in the event of a incident of bullying behaviour)

Date(s) Reviewed -

Bullying – Actions that are meant to be hurtful and happen regularly. Bullying can be direct (either physical or verbal) or indirect (e.g. being ignored or not spoken to).

### The Centre “Every Child Matters ” Statement embodies our philosophy that each child:

- Is unique;
- Has the right to be respected as an individual;
- Can thrive in an environment where they feel safe, secure and free from anxiety;
- Recognises that the safety and security of others is very important.

### Bullying is viewed with Zero Tolerance. We do our best to prevent it in the first place by:

- Ensuring that everyone connected to the Centre is aware of and ‘signed up to’ the anti-bullying ethos and policy and has responsibility with regard to the prevention of bullying in Centre;
- Recognising that it is likely that there will be incidents of bullying in Centre;
- Ensuring a school ethos in which bullying at any level is regarded as unacceptable
- Ensuring that measures are in place to reduce the likelihood of bullying e.g. consistently applied positive behaviour and discipline policy, use of circle time to address issues, assemblies, SEAL (Social and Emotional Aspects of Learning), being open about addressing issues of conflict;
- Working with children to help them differentiate between bullying and minor, isolated quarrels and disagreement
- Monitoring the centre’s reaction to any bullying that may occur to ensure consistency of response.

### Bullying must be reported:

- Individuals are reminded that if they are being hurt in any way they must tell someone they trust;
- Children as individuals and as a member of a group – class, friends, club attendees etc - are reminded that if they see someone who is not being treated well by others or is unhappy they must tell some-one they trust;
- Anyone reporting bullying must feel they are believed and will be protected
- Staff are to be alert to potential bullying in the Centre

### Bullying will be address

- All allegations of bullying will be treated seriously and investigated;
- Following an investigation, if there is evidence of bullying, the perpetrator(s) will be dealt with in accordance with the Centre Behaviour and Discipline policy;
- Victims of bullying will see, as a matter of priority, that matters are resolved and that bullying behaviour and the perpetrators of bullying are not tolerated;



When bullying occurs, those around will be involved in the resolution of the incident, and those who will be identified to further emphasise the negative impact of bullying on an individual or groups.

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- Perpetrators of bullying behaviour will have consequences. By the same token, and at an appropriate time, individuals will be given every opportunity to recover from the incident or phase with dignity and forgiveness. It is understood that bullying behaviour can be a sign of distress in children and a possible response to having feelings of jealousy and envy for the victim, a sense of being marginalized, alienated, disliked and even unloved.

**The role of the Centre Manager**

- It is the responsibility of the Manager to implement the Centre anti-bullying strategy and to ensure that all staff (both teaching and non-teaching) are aware of the centre policy and know how to identify, report and deal with incidents of bullying.
- The Manager ensures that all staff, receive sufficient training to be equipped to identify and deal with all incidents of bullying.
- The Manager sets the school climate of mutual support and praise for success, so making bullying less likely. When children feel they are important and belong to a friendly and welcoming school, bullying is far less likely to be a part of their behaviour
- Where bullying is identified in our school appropriate investigation is undertaken.

**The role of the teacher and support staff**

- All staff can use a range of opportunities to ensure that all children know that bullying is wrong and that it is unacceptable behaviour in our Centre.
- All reports of bullying are listened to and all staff and we take all forms of bullying seriously and seek to prevent it from taking place.
- Teachers keep their own records of all incidents that happen in their classrooms. If teachers witness an act of bullying, they will investigate it themselves or refer to the Managers. Teachers and support staff do all they can to support the child who is being bullied. If a child who is being bullied over a period of time, then, after consultation with the Manager, the teacher informs the child's parents.
- All incidents of bullying where parents are called in are logged and kept in a secure filing cabinet. There are no links here with our anti-racist logging system.
- When any bullying takes place between members of a class, the teacher will deal with the issue immediately. This may involve counselling and support for the victim and punishment for the child who has carried out the bullying. Time is spent talking to the child who has bullied: explaining why his/her action was wrong and the child is encouraged to change his/her behaviour in future. If a child is repeatedly involved in bullying other children, the Manager should be informed. The child's parents will then be invited into the school to discuss the situation
- Teachers use a range of methods to help prevent bullying and to establish a climate of trust and respect for all. They use drama, role-play, stories etc., within the formal curriculum to help pupils understand the feelings of bullied children and to practise the restraint required to avoid lapsing into bullying behaviour. Circle time is used to praise, reward and celebrate the success of all children and thus to help create a positive atmosphere.



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Parents who are concerned by their child might be a bully or who suspect their child may be the perpetrator of bullying should contact their child's class teacher in the first instance. If they are not satisfied with the response they should then contact the Manager. If they remain dissatisfied, they should follow the school's complaints procedure.

- Parents have a responsibility to support the Centre's anti-bullying policy, actively encouraging their child to be a positive member of the school.