

11. Anti-Bullying Policy

Definition of bullying: Bullying is “behaviour, usually repeated over time that intentionally hurts another individual or group, physically or emotionally”.

Purpose of policy: To prevent bullying from happening in our organisation, as much as possible. When bullying does happen we will make sure it is stopped as soon as possible and that those involved receive the support they need. In addition, we will provide information to all staff, volunteers, children and their families about what we should all do to prevent and deal with bullying.

FUNdays Club recognises that:

- One person or a group can bully others
- Bullying can occur either face to face between individuals or groups or online, using information technology, such as computers or mobile phones
- Bullying can include:
 - a. Verbal teasing or making fun of someone
 - b. Excluding children from games and conversations
 - c. Pressurising other children not to be friends with the person who is being bullied
 - d. Spreading hurtful rumours or passing round inappropriate photographs/images/drawings
 - e. Shouting at or verbally abusing someone
 - f. Stealing or damaging someone’s belongings
 - g. Making threats
 - h. Forcing someone to do something embarrassing, harmful or dangerous
 - i. Harassment on the basis of race, gender, sexuality or disability
 - j. Physical or sexual assault (although all sexual incidents and all but very minor physical incidents constitute abuse and must be dealt with in accordance with child protection procedures)
- Bullying causes real distress. It can affect a person’s health and development and, at the extreme, can cause significant harm
- People are often targeted by bullies because they appear different from others
- We all have a role to play in preventing bullying and putting a stop to bullying

FUNdays Club will seek to prevent bullying by:

1. Developing a code of behaviour that sets out the “dos” and “don’ts” in terms of how everyone involved in FUNdays Club is expected to behave, both in face-to-face contact and online (This can be found in our *Behaviour Code for Children & Young People*)
2. Developing a new members’ welcome policy that will help FUNdays Club to attract members from diverse groups
3. Developing a plan that describes how we welcome new members and help them to settle in
4. Holding regular discussions with staff, volunteers, children, young people and families who use FUNdays Club to ensure that they understand our anti-bullying policy. **These discussions will focus on:**
 - a. Group members’ responsibilities to look after one another and uphold the behaviour code
 - b. Practising skills such as listening to each other
 - c. Respecting the fact that we are all different
 - d. Making sure that no one is without friends
 - e. Dealing with problems in a positive way
 - f. Checking that the anti-bullying measures are working well
5. Developing a complaints policy and procedure
6. Making sure that staff, volunteers, children, young people as well as parents and carers have clear information about our anti-bullying policy, complaints procedure, code of behaviour and anti-bullying procedure

When bullying occurs FUNdays Club will respond to it by:

1. Having a clear anti-bullying procedure in place
2. Providing support and training for all staff and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying
3. Addressing the issue from the point of view of the person being bullied, the bully, any bystanders and FUNdays Club as a whole
4. Reviewing the plan developed to address the bullying, in order to ensure that the problem has been resolved
5. Avoiding any punishments that make the individuals concerned seem small, or look or feel foolish in front of others

FUNdays Club will review this Anti-Bullying Policy and good practice at least annually.

12. Anti-Bullying Procedure

Definition of bullying: Bullying is “behaviour, usually repeated over time that intentionally hurts another individual or group, physically or emotionally”.

Purpose & aim of procedure: This procedure is supported by the FUNdays Club anti-bullying policy. Its aim is to:

- Provide detailed guidance to staff and volunteers, as well as to children and young people who may experience bullying, so that they will know what to do if an incident of bullying occurs between children and young people.
- To ensure that FUNdays Club responds fairly and consistently to incidents of bullying, recognising that those who bully often have needs too.

This procedure applies to all children and young people who attend FUNdays Club and who may be bullied, behave in a bullying way towards others, or observe someone being bullied. It also applies to all staff and volunteers who observe bullying between children and young people within FUNdays Club who may have incidents of bullying reported to them, or who may be concerned that a child/young person at FUNdays Club is showing signs of being bullied.

If an adult is bullying a child/young person, this should be reported under the child protection procedures.

If a child or young person is bullying another child to the extent that it may cause significant harm, then it will also need to be dealt with under child protection procedures.

This procedure does not cover incidents of bullying among staff members and volunteers. The grievance procedure should be used for this purpose.

Forms bullying might take: FUNdays Club recognises that bullying can take many forms and that people are often targeted by bullies because they appear different from others:

- One person or a group can bully others
- Bullying can occur either face to face between individuals or groups or online, using information technology, such as computers or mobile phones
- Bullying can include:
 - a. Verbal teasing or making fun of someone
 - b. Excluding children from games and conversations
 - c. Pressurising other children not to be friends with the person who is being bullied
 - d. Spreading hurtful rumours or passing round inappropriate photographs/images/drawings
 - e. Cyberbullying i.e. using computers or mobile phones to bully someone
 - f. Shouting at or verbally abusing someone
 - g. Stealing or damaging someone’s belongings
 - h. Making threats
 - i. Forcing someone to do something embarrassing, harmful or dangerous
 - j. Harassment on the basis of race, gender, sexuality or disability
 - k. Physical or sexual assault (although all sexual incidents and all but very minor physical incidents constitute abuse and must be dealt with in accordance with child protection procedures)

The signs and symptoms of bullying: If someone is being bullied, they might not tell anyone directly. This could be because they have been threatened and are afraid to say anything or because they believe that nothing can be done about it and that telling someone will only make it worse. It could even be because they don’t recognise that what is happening to them is bullying.

Signs that someone may be being bullied could include:

- Being unhappy, withdrawn and unwilling to spend time in a group, especially during unstructured periods e.g. break time
- Being without friends and/or being clingy with adults
- Missing meetings and activities at FUNdays Club and/or expressing a reluctance to attend
- Appearing to lose possessions/money (things that may have really been stolen by or given to bullies)
- Unexplained injuries, uncharacteristic illness or aggression

Some of these signs might also indicate abuse at the hands of adults or other negative experiences, so they should be treated with caution.

What to do if you are being bullied: If you are being bullied you should never keep it to yourself. Tell someone you trust. This could be your key worker, teacher, another helper at FUNdays Club or someone else. It could also be your parent or carer. You may prefer to tell another child or young person first and ask that person to help you tell an adult. If the bullying is happening at FUNdays Club we will sort it out here. If it’s happening somewhere else – maybe at school or near your home - we will get other people involved to stop it happening there.

Procedure to follow if you observe a child/young person being bullied or if someone tells you they are being bullied:

- **If you are a child or young person** and someone tells you that he or she is being bullied, don't try to deal with it yourself. Talk to the person about getting help from an adult. Try to persuade him or her to go with you to explain the situation to their key worker or another helper at FUNdays Club. If they won't do this, the best way to help is to explain that you will have to tell an adult yourself - and then go ahead and tell someone.
- **If you are an adult** and a child tells you that he or she is being bullied, take the child seriously. Do not tell them to stop being silly or to keep out of the way of the bullies. This will not help and will make the child feel let down and less inclined to tell anyone else. Listen to the child's full account of what is going on and complete the bullying reporting form with the child as soon as possible.

If you observe the bullying directly, act assertively to put a stop to it. Explain to all concerned that the incident will have to be reported properly to stop it happening again. Report the incident to the child's key worker or, if you are the key worker, talk to the child about the bullying and discuss it with your line manager.

Unless the incident is minor and can be dealt with informally, the child's parent or carer should be informed by the key worker within one working day.

If possible, there should be a three-way meeting between the child, the key worker and the parent.

If the bullying is taking place in another environment e.g. school, the key worker should ask what support the parent and child would like, in order to engage with whoever the responsible agencies might be. The key worker should aim to work in partnership with both parent and child and any other people who may be involved.

If the bullying is taking place within FUNdays Club, the parent and child should be reassured that it will be dealt with as a priority and they should be asked for their views on what would be helpful to deal with the situation.

The key worker, having spoken to the child who has been bullied and the child's parent/carers, should also speak to the bully (or bullies) and obtain their account of what has happened or is happening. This should be noted in writing and the parents/carers of the bully (or bullies) should be informed. The bully and his or her parents/carers should be asked for their views on what should be done to put a stop to any further bullying and to repair the damage that has been done.

Apart from very minor incidents that have been directly observed by a staff member and dealt with at the time, all bullying that takes place at FUNdays Club should be discussed within the staff group within five working days.

At the meeting, the bullying incident should be discussed and the details of a draft plan drawn up to address the situation, taking into account any suggestions made by the children involved and their parents/carers. **The following areas should be covered:**

- a. Details of any apology that has been or should be offered by the bully (or bullies)
- b. Details of any support for the person who has been bullied e.g. use of buddy scheme, extra input from the key worker and/or referral to another service
- c. Details of any consequences for the bully, in addition to making an apology, with reference to the behaviour code
- d. Details of any support for the bully, with reference to the behaviour code
- e. Details of any further discussions or work to be done with others in the group, including children who may have observed or encouraged the bullying
- f. Details of any changes in how the staff group may handle issues of bullying in future

The plan should be shared with the children concerned and their parents and should be reviewed regularly.

Keeping a record of the bullying: Use the *Bullying Report Form* and take clear notes of any discussions or meetings that take place following the bullying incident. *An example of this form can be found in the appendix section of this Child Protection & Safeguarding Policies and Procedures Handbook and further copies can be obtained from FUNdays Club's Designated Safeguarding Lead*). The plan for dealing with the aftermath of the incident should be copied to the child who has been bullied and their parent/carers and to the bullies and their parents/carers. It should also be placed on the file of all the children directly involved.

FUNdays Club will review this Anti-Bullying Procedure and good practice at least annually.