

## Appendix 4

### Anti-Bullying Policy

#### **Definition of bullying**

The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or through cyber space.

#### **Objectives of this policy**

- All children, workers, parents and carers should be aware of the anti-bullying policy within the organisation and what they should do if bullying arises
- All workers should have an understanding of what bullying is, be aware of possible signs if it is happening and follow the policy when it is reported
- Children and parents/carers should be assured that they will be supported when bullying is reported

#### **Prevention**

Strategies can be adopted to prevent bullying. As and when appropriate, these may include:

- Writing a set of group rules
- Signing a behaviour contract
- Having discussions about bullying and why it matters

#### **Procedures**

- Report the bullying incident to children's leaders (Children and Young People's worker and Safeguarding Coordinator)
- Ensure that details are carefully checked before action is taken
- In all cases of bullying, the incidents should be recorded by the worker on a CEC Incident Form
- Consideration should be given to informing the parents/carers of the bully, but this should only be done if workers are satisfied there is no bullying/abuse going on at home that might exacerbate the situation
- If it is thought that an offence has been committed, consideration should be given to contacting the police
- The bullying behaviour or threats of bullying must be investigated and stopped quickly
- Help should be offered to help the bully address his/her behaviour

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### Outcomes

- The children's worker involved in dealing with the incident should issue a warning to the child concerned
- An apology should be given by the child who has bullied another
- If possible, those involved will be reconciled
- After the incident has been investigated and dealt with, the situation should be monitored to ensure repeated bullying does not take place
- After the incident(s) have been investigated parents/carers should be informed of the action taken
- All incidents must be recorded on an incident form.