

# CALTHORPE PROJECT

## ANTI-BULLYING POLICY AND PROCEDURE



### Statement of Intent

The Calthorpe Project is committed to providing a caring, friendly and safe environment for all of our service users, staff, volunteers and Trustees so we can enjoy a relaxed and secure environment. Bullying of any kind is unacceptable at our community garden and centre. If bullying does occur, all staff, service users and Trustees should be able to know that incidents will be dealt with promptly and effectively. This means that *anyone* who knows that bullying is happening is expected to tell a member of staff.

### What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber All areas of internet, such as email & internet chat room misuse  
Mobile threats by text messaging & calls  
Misuse of associated technology, i.e. camera & video facilities.

### Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. People who are bullying need to learn different ways of behaving.

We all have a responsibility to respond promptly and effectively to issues of bullying.

### Objectives of this Policy

- All staff, service users, volunteers and members of the management committee should have an understanding of what bullying is.
- All staff, service users, volunteers and members of the management committee should know what the Calthorpe Project policy is on bullying, and follow it when bullying is reported.
- All service users should know what the Calthorpe Project policy is on bullying, and what they should do if bullying arises.

- As a community centre we take bullying seriously. Service users should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

## **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, eg break time;
- being without friends;
- missing meetings and activities at the Calthorpe Project and/or expressing a reluctance to attend;
- being clingy with adults;
- appearing to lose possessions or money (things that may have really been stolen by or given away 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.

## **Procedures in brief**

1. Report bullying incidents to staff.
2. The incident will be recorded by staff.
3. In serious cases parents will be informed and asked to come in to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. The bullying behaviour or threats of bullying will be investigated and the bullying stopped quickly.
6. Staff will avoid any punishments that make the individuals concerned seem small, or look or feel foolish in front of others.
7. Staff will draw up a plan addressing the issue from the point of view of the person being bullied, the bully, any bystanders and the Calthorpe Project as a whole.
8. An attempt will be made to help the bully (bullies) change their behaviour.

## **What to do if you are a child or young person being bullied**

If you are being bullied you should never keep it to yourself. Tell someone you trust. This could be a member of staff, another parent 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 the Calthorpe Project, we will sort it out here. If it's happening somewhere else (at school, for example, or near your home), we will get other people involved to stop it happening there.

## **What to do if you observe a child or young person being bullied or if someone tells you he/she is 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 a member of staff at the Calthorpe Project. If he/she 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 him/her 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 a member of staff. That member of staff will discuss the matter with a colleague to assess the necessary steps to be taken.

Unless the incident is minor and can be dealt with informally, the child's parent or carer should be informed within one working day. If possible, there should be a three-way meeting between the child, the member of staff and the parent.

If the bullying is taking place in another environment (eg school) the member of staff should ask what support the parent and child would like, in order to engage with whoever the responsible agencies might be. The member of staff 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 the Calthorpe Project, the parent and child should be reassured that it will be dealt with as a priority and should be asked for their views on what would be helpful to deal with the situation.

The member of staff, having spoken to the child who has been bullied and the child's parent/carer, 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 the Calthorpe Project 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:

- details of any apology that has been or should be offered by the bully (or bullies);
- details of any support for the person who has been bullied, eg use of buddy scheme, extra input from staff or referral to another service;
- details of any consequences for the bully, in addition to making an apology, with reference to the behaviour code;
- details of any support for the bully, with reference to the behaviour code;
- 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;
- 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

## **Outcomes**

1. The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.
2. In serious cases, suspension or even exclusion will be considered
3. If possible, the children/young people will be reconciled
4. After the incident has been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

## **Prevention**

We 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 the Calthorpe Project is expected to behave, both in face-to-face contact and online
2. writing stories, poems or drawing pictures about bullying
3. making up role-plays
4. developing a plan that describes how we welcome new members and help them to settle in
5. having discussions about bullying and why it matters
6. disseminating information about this policy to users
7. ensuring that staff and volunteers receive regular training
8. Developing a complaints policy and procedure

## **Keeping a record of the bullying**

Use the bullying reporting form below and take clear notes of any discussions or meetings that take place following the bullying incident. The plan for dealing with the aftermath of the incident should be copied to the child who has been bullied, his/her parent/carer and to the bullies and their parents/carers. It should also be placed on the file of all the children directly involved.

## **Bullying online (cyberbullying)**

### **What to do if you find out that a young person is being cyberbullied**

If you find out that a young person or child is being cyberbullied using technology that they possess, it is just as important to take action as it is with other forms of bullying. For more details on specific definitions of cyberbullying and advice about the safe and effective use of technology, please refer to the e-safety policy and procedures.

In terms of taking things forward, there are several additional things that the key worker, in consultation with the manager, needs to do to take action:

1. Give reassurance to the young person that they have done the right thing by coming forward;
2. Help the child or young person to keep the evidence and offer support – emails, text messages, screen shots and noting web addresses or other relevant information;
3. Support the young person or help them to find an appropriate person to ensure they know how to block people, change details or leave certain services where appropriate. ;
4. Support the child or young person in containing the material – if they or you know the person, ask them to remove the content;
5. If the content is illegal or you have suspicions that it may be, contact the relevant authorities;
6. Keep an evidence trail in the same way that you do with offline bullying to ensure there is a clear record.

Follow up the incident in the same way as you would for any other type of bullying, using the guidance above.

## **Mobile phones**

All UK mobile phone providers have call centres and/or procedures in place to deal with issues around bullying. You can advise that it may be possible to get the child's number changed if they are being bullied. If a certain type of handset is being used, it may be possible to set the phone so that it does not receive phone calls or texts from a particular number.

## **Social networking sites**

Social networking sites like Facebook have become an integral part of how young people network and communicate with each other. Facebook itself stipulates that users should be at least 13 years old, but many young people have found ways round this rule, which makes it all the more helpful that Facebook and other similar sites have reporting procedures and a safety centre that contains advice for children, young people, parents and professionals. You can advise that these sites will remove content that breaches their terms and conditions. Facebook also operates something called "social reporting"; this encourages people to work with others in their community to report offensive content as well as reporting it "officially" through Facebook.

## **Video and picture hosting sites**

If there are moving images or static pictures posted that are of a bullying nature, they should be reported in the same way as social networking sites. You can advise that it may sometimes be necessary to create an account before the images can be reported.

## **IM (instant messaging)**

It's important that, if bullying has occurred in this context, all messages are recorded and archived. This means that if a report needs to be made or evidence needs to be saved, then there is a clear record. As with other online services, reports should refer to breaches in the provider's terms of service.

Name \_\_\_\_\_

Age \_\_\_\_\_

Male/Female \_\_\_\_\_

How can we contact you? Please tick and write in the phone number or email address.

At home \_\_\_\_\_ At school \_\_\_\_\_ Email \_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_

Describe what happened/is happening:

Where did it happen?

When did it happen?

Who was doing the bullying?

Did anyone else see it happen and if so, who?

Was the bullying a one-off incident or part of a bigger problem?

How did the bullying make you feel?
Were you physically hurt during the incident?
Did you need medical help?
Have you told anyone else about the bullying? Please write their name next to who they are in the list below:  Parent/carer: Brother/sister: Other family member: Friend: Teacher: Key worker: Youth worker: Doctor/nurse: Other (please say who): If you haven't told anybody else, what has put you off doing so?
What sort of help would you like to stop the bullying? (eg someone to speak to the bullies and monitor the situation to ensure it doesn't get worse)
Do you have any worries now that you have reported the bullying?