

Anti-bullying POLICY

"We are working with staff, volunteers and clients to create a community where bullying is not tolerated."

Definitions and Aims

The aim of the anti-bullying policy is to ensure that members of our community live in a safe environment without fear of being bullied or harassed. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will residents be able to fully benefit from the opportunities available within our community.

What is bullying:

- deliberately hurtful (including aggressive behaviour verbal and physical)
- repeated over a period of time, sometimes by one person on many others;
- Difficult for victims to defend themselves against and to access support for.

Bullying takes many forms some are included below:

- Physical (hitting, kicking and other forms of violence);
- Verbal (name calling, insulting remarks, persistent teasing, sarcasm, spreading rumours);
- Emotional (excluding people from social groups, taking belongings, humiliation, ridicule, tormenting);
- Sexual (unwanted physical contact or verbal comments of a sexual nature).
- Cyber-bullying via computers, social networking or mobile phones. Name calling and hostile mobile text messages are the most common direct form of bullying. This may be directed at certain specific characteristics – ethnic origin, colour of skin, sexual orientation, disability, body shape, and other physical characteristics.

At our centre IntaGR8

- we aim to educate staff, volunteers and clients to appreciate that all bullying is wrong;
- Every person has the right to be safe and to be protected when s/he is feeling vulnerable;
- Everyone should feel valued;
- Individual differences are appreciated, understood and accepted;

- We want to create a secure, happy and caring environment where everyone feels safe and protected.
- Kindness, sensitivity, empathy and helpfulness are expected at all times in our centre and the community.
- We teach respect for self and others;
- We will work with other external support agencies to ensure the safety of all our clients.

Reporting Bullying

IntaGR8 CIC is a company which believes in openness and honesty. All clients and staff are encouraged to report incidents of bullying that they have witnessed or where they are victims.

At IntaGR8 CIC we will:

- Encourage an anti-bullying atmosphere in all that we do, so that bullying is less likely to occur, rules will be in place for each activity and group.
- Encourage victims and witnesses to talk to someone about bullying if it occurs
- Set up a system where bullying can be reported to a responsible adult by having an opportunity to discuss concerns in needed
- Treat all incidents seriously however trivial they may seem at first glance and ensure everyone is heard
- Be alert for changes in behaviour, attitude and well-being;
- Listen to parental concerns and concerns from other agencies;
- Ask that victims/witnesses to help the investigation by making sure that everything the bully and victim have done or said is recorded for safeguarding reasons.

Guidance for Staff and volunteers

All staff must act firmly, and formally in line with the policy in place, when bullying is seen, reported or suspected. The evidence is that if reported bullying offences are not taken seriously then repeated offences are likely to follow. If dealt with through a formal process, such as we have at IntaGR8 CIC then repeat offences are less common. A formal written statement must be made and this given to the relevant staff (normally the SDO. They will then instigate the procedures described in this policy.

What we will do as a company when a bullying incident is reported.

At IntaGR8 CIC we will take all reports seriously. We will implement an agreed system to follow up reported incidents of bullying.

- The appropriate staff or volunteer will appoint a bullying incident investigator (this may be the staff member working in the first instance), and issue a 'Bullying Incident report
- The staff on duty will be expected to record all details of the investigation thoroughly, on the specific bullying report forms in the safeguarding file. Any information of the incident will be recorded and parents, staff or agencies contacted as in safeguarding policy.
- The parent/carer of the child or young person concerned will be contacted by the staff member to inform them that a bullying report process has begun and the circumstances discussed.
- The victim/witness/bully will be given the opportunity to discuss the bullying incident with the staff on duty. Victims, witnesses and alleged bullies will be interviewed separately to start with. If they are unwilling to be interviewed they will not be allowed back into the centre and referring agency contacted.
- The staff will put in place immediate support for the victim to prevent any further incidents. This may mean ensuring that the victim is supported by friends or making sure that s/he knows where there are safe places.
- Once complete the Bullying Incident Report should be shared with the appropriate people and decisions made about the long term welfare of the victim and the sanctions to apply to the bully/bullies (see Company Behaviour Policy).
- Throughout the process the staff should recognise the importance of standard 'Safeguarding' procedures and where evident refer immediately to the designated Senior Designator Officer.

Guidance for Parents/Carers/Family members and children (Clients)

Parents/carers family members and children have an important role to play in helping us to deal with bullying. We expect everyone to:

- Discourage bullying behaviour in the home and local community.
- Encourage their children to build personal self-esteem through participation in activities where children achieve success and gain confidence.
- Keep an eye out for signs that their children are being bullied or are bullying others.
- Maintain positive relationships with staff, volunteers and community members.
- Report any concerns they have about bullying relevant staff or area pcso in the first instance.
- Be aware of our Child Protection procedures and its relevance to bullying behaviour.

Guidance to Children

At IntaGR8 CIC we believe that progress can only be made if there are positive working relationships and respect between everyone, adult and child. A respectful community is one where bullying is absent and care for each other is clearly evident. Clients at IntaGR8 CIC must be made to understand that being a bystander to bullying is colluding with bullying and therefore unacceptable. Adults and children must know that help and support is at hand for those that are bullied and also for those that bully (in order that the bullies are supported in their efforts to free themselves from such negative behaviours). Staff, volunteers and Clients will be informed of this policy when joining the company, and therefore know how to respond appropriately to incidents that occur.

Bullying: monitoring, evaluation and review

IntaGR8 CIC will review this policy in line with guidance, and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Company.

Anti-bullying information will be available to all staff, volunteers and clients, when they become associated with the company (IntaGR8 CIC)

Community Groups and multi-Agency Working

We recognise that a comprehensive anti-bullying approach will involve the support and help of outside agencies. These will be approached as need arises. There are many opportunities within the company for anti-bullying issues to be discussed and explored with children, adults and staff.

Responding to Cyber-bullying

Cyber-bullying is a form of bullying via the use of computers or mobile devices such as phones and PDAs and includes misuse of text messaging, blogging, instant messaging and social networking. Therefore, IntaGR8 CIC should, where appropriate, be able to deal with the majority of cases through their existing anti-bullying policies and procedures. Where this is evidently occurring outside of the company, and where it comes to the attention of the Company, the agency involved will be given the best advice of how to deal with this by the relevant staff. Staff and clients will be informed of the dangers of cyber-bullying and internet abuse through the work done in the centre. Parents, children and family

members can help prevent this sort of bullying by being attentive to their child's use of social networking sites (e.g. Bebo, Facebook, MSN), and by monitoring and regulating their use.

Supporting the Person being Bullied IntaGR8 CIC will provide reassurance that the person has done the right thing by telling someone, and will be referred to any existing support procedures and parents/carers informed.

They will be advised on the following next steps:

- Make sure the person knows not to retaliate or return the messages as this could cause further distress.
- Ask the person to think about what information they have in the public domain and what settings are on laptop etc
- Help the person to keep relevant evidence for any investigation (e.g. by not deleting messages they've received, and by taking screen capture shots and noting web addresses of online cyberbullying instances).
- Check the person understands simple ways to prevent it from happening again, e.g. by changing contact details, blocking contacts or leaving a chat room. Blocking bullies and reporting to site.
- Take action to contain the incident when content has been circulated:
- If the person responsible is known, ask them to remove the content; contact local pcso for support
- Contact the host (e.g. the social networking site) to make a report to get the content taken down.
- Use disciplinary action from behaviour policy to confiscate phones that are being used to cyber-bully. Ask the person to tell you who they have sent messages on to.
- In cases of illegal content, we will contact the police, who can determine what needs to be kept for evidential purposes.

Cyber-bullying incidents

All bullying incidents will be properly recorded and formally investigated in the way described in this policy. Cyber-bullying can be a very serious matter and can constitute a criminal offence. In UK law, there are criminal laws that can apply in terms of harassment or threatening and menacing communications.

Clients and staff will be asked to try and keep a record of the bullying as evidence. It can be useful to show parents/carers, agency workers, pastoral care

staff and the police, if necessary, what has happened. We will take steps to identify the bully, including looking at Company systems, identifying and interviewing possible witnesses, and contacting the referrer and the police, if necessary. The police will need to be involved to enable the investigation to proceed depending on the initial outcome in-house.

Working with the cyber-bully and sanctions

Once the person bullying is identified, steps will be taken to change their attitude and behaviour as well as ensuring access to any support that is required. Factors to consider when determining the appropriate sanctions include: The impact on the victim:

- Was the bully acting anonymously
- Was the material widely circulated and humiliating
- How difficult was controlling the spread of the material?

The motivation of the bully:

- Was the incident unintentional or retaliation to bullying behaviour from others?
- Is there a support system in place for both victim and perpetrator (As this behaviour can be a symptom of abuse and emotional unbalance)

Technology-specific sanctions for clients engaged in cyber-bullying behaviour could include limiting internet access for a period of time or removing the right to bring a mobile into the centre or activity. (See behaviour policy)

Contacts and Links

IntaGR8 CIC (Community interest company)
09696924
The old school rooms
Bridge Street
Bideford
EX392BU

SDO (Safeguarding designated officer)
rachel@intagr8.net

Helplines

Childline:	0800 11 11
NSPCC helpline	0808 800 5000
Kidscape:	08451 205 204
Bideford Police	01237 428032
Social Care:	01271 388660

Child Exploitation and Online Protection (CEOP),
www.thinkuknow.co.uk (reporting button)
<http://www.digizen.org/cyberbullying>

ASSOCIATED POLICIES and documentation



Behaviour Management Policy
Safeguarding Policy and Procedures