



## 4. Bullying Policy & Procedure

### 4.1 Statement

Wyke Community and Children's Centre places the happiness, welfare and safety of the children who access our services as a high priority. We will endeavour to provide an environment that is safe and free from bullying and intimidation. Our employees are aware of what constitutes bullying. We know that this can take many forms, such as name calling, fighting or physical attacks, racial remarks and abuse.

Bullying can include **all** service users. Bullying of children or adults will not be tolerated within our Centre.

### 4.2 Implementation & Procedure

We will ensure that we:

- Provide adequate supervision of all services to reduce the incidence of bullying.
- Make all service users aware of our Centre's 'Ground Rules'.
- Reassure children that they will be listened to and know that it is their right to tell.
- Listen to concerns of parents/carers and keep them informed of any action taken in response to the concern.
- Complete a 'Universal Incident Form' so that a full investigation can take place.
- Take appropriate action in all cases of bullying, this may include exclusion.

When dealing with suspected incidents of bullying, employees must use the following guidance:

1. Never ignore suspected bullying
2. Do not make premature assumptions - listen to both sides of the story
3. Listen carefully to all people - more than one child with the same version does not mean they are telling the truth
4. Use a logical approach that moves the children forward and focuses on making things better
5. Follow up the issue to check that bullying has not re-occurred

When dealing with reported incidents of bullying, employees must:

1. Comfort the victim and ensure they feel supported
2. Inform the Centre Management immediately
3. Complete a Universal Incident Report Form
4. Liaise with Centre Management to carry out a full investigation
5. Inform the parents of the incident, investigation and outcome and identify a solution

In the majority of cases bullying behaviour will be dealt with according to the strategies set out in the Behaviour Management Policy. This will involve working with and talking to the

child who is bullying to help them to understand the impact of the behaviour and helping them to make changes to prevent a re-occurrence.

Sanctions for perpetrating bullying include:

- Verbal reprimand by senior staff
- Discussions with parents or carers
- Withdrawal of children from planned activities
- Fixed period of exclusion
- Permanent exclusion (depending on the severity of the incident)

#### **4.3 Roles and Responsibilities**

All employees and partner agencies are responsible for promoting anti-bullying and challenging bullying behaviour.