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## Anti-Bullying Policy

At Houghton Primary School Out of School Hours Club we are committed to providing a warm, caring and safe environment for all our children so that they can play in a relaxed and secure environment. Bullying of any kind is unacceptable and will not be tolerated in our club. We take all incidents of bullying seriously. Bullying hurts. No-one deserves to be a victim of bullying. Everybody has the right to be treated with respect and children who are bullying others need to learn different ways of behaving.

We work closely with the staff at Houghton Primary School and have adopted all aspects of the school Anti-Bullying Policy that are relevant to our setting. Together with the school we acknowledge that bullying does happen from time to time - indeed, it would be unrealistic to claim that it does not. We work with the school to foster an approach that ensures that when bullying does occur, everyone should be able to tell and know that incidents will be dealt with promptly and effectively in accordance with the anti-bullying policy. We are a **TELLING** club. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

### Aims and Objectives of this Policy

The aim of this policy is to try and prevent and deal with any behaviour deemed as bullying. The implementation of this policy will create an ethos where bullying is regarded as unacceptable so that a safe and secure environment is created for everyone to learn and work in. All members of the club have a responsibility to recognise bullying when it occurs and take appropriate action in accordance with the club policy. This will happen in the following ways:

- The club will work closely with school staff and other professional agencies to ensure that children stay safe as stated in The Children Act 1989, The SEN and Disability Act 2001, The Government Green Paper 'Every Child Matters' 2003 (outcome 2) and The Children Act 2004.
- All staff, children and parents/carers will have an understanding of what bullying is.
- All staff will know what the club policy is on bullying and will consistently and swiftly follow it when bullying is reported.
- All children and parents/carers will know what the club policy is on bullying and what they can do if bullying occurs.
- Children and parents/carers will be assured that they will be supported when bullying is reported.
- A positive, caring ethos will be created and maintained within the club environment where everyone can play and express themselves, free from the fear of being bullied.

### What Is Bullying?

The children at Houghton Primary School were all asked this question and the club has adopted the following collaborative definition of bullying which is a shared understanding of what bullying is:

***Bullying is any deliberate, hurtful, upsetting, frightening or threatening behaviour by an individual or a group towards other people. It is repeated over a period of time and it is very difficult for the victims to defend themselves (remember STOP - it happens Several Times On Purpose). Bullying is mean and results in worry, fear, pain and distress to the victim/s.***

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At HPSOSHC we know that bullying can be:

**Emotional** - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures), ridicule, humiliation

**Verbal** - name-calling, sarcasm, spreading rumours, threats, teasing, making rude remarks, making fun of someone

**Physical** - pushing, kicking, hitting, pinching, throwing stones, biting, spitting, punching or any other forms of violence, taking or hiding someone's things

**Racist** - racial taunts, graffiti, gestures, making fun of culture and religion

**Sexual** - unwanted physical contact or sexually abusive or sexist comments

**Homophobic** - because of/or focusing on the issue of sexuality

**Online/cyber** - setting up 'hate websites', sending offensive text messages, emails and abusing the victims via their mobile phones

Any unfavourable or negative comments, gestures or actions made to someone relating to their **disability or special educational needs**.

### **Bullying is not:**

It is important to understand that bullying is not the *odd occasion* of falling out with friends, name calling, arguments or when the occasional trick or joke is played on someone. It is bullying if it is done several times on purpose (S.T.O.P). Children sometimes fall out or say things because they are upset. When occasional problems of this kind arise it is not classed as bullying. It is an important part of children's development to learn how to deal with friendship breakdowns, the odd name calling or childish prank. We all have to learn how to deal with these situations and develop social skills to repair relationships. Our staff work with the children while they are at the club to support them in developing their social skills and to deal with issues such as these.

### **Bullying of children with Special Educational Needs**

Houghton Primary School Out of Hours Club is an inclusive club. We provide a secure, accepting, safe and stimulating environment where everyone is valued for who they are. We have some children who have learning disabilities and/or communication difficulties. Everyone involved in the club is very aware that these children can be especially vulnerable to bullying and we are therefore particularly vigilant at all times. High attainers, gifted or talented pupils can also be affected by bullying. Staff will treat this type of bullying as seriously and in the same way as any other type of bullying.

### **Procedures for reporting and responding to bullying incidents**

All staff will respond calmly and consistently to all allegations and incidents of bullying at the club. They will be taken seriously by all staff and dealt with impartially and promptly. All those involved will have the opportunity to be heard. Staff will protect and support all children involved whilst allegations and incidents are investigated and resolved. The following step-by-step procedure will be used for reporting and responding to bullying allegations or incidents:



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- Report all bullying allegations and incidents to staff.
  - Staff will make sure the victim(s) is and feels safe.
  - Appropriate advice will be given to help the victim(s).
  - Staff will listen and speak to all children involved about the incident separately.
  - The problem will be identified and possible solutions suggested.
  - Staff will attempt to adopt a problem solving approach which will move children on from having to justify their behaviour.
  - Appropriate action will be taken quickly to end the bullying behaviour or threats of bullying.
  - Staff will reinforce to the bully that their behaviour is unacceptable.
  - The bully (bullies) may be asked to genuinely apologise. Other consequences may take place and appropriate sanctions applied (see next section).
  - If possible, the children will be reconciled.
  - An attempt will be made, and support given, to help the bully (bullies) understand and change his/her/their behaviour. This will be done in consultation with the school staff and the parents/carers if necessary.
  - The incidents will be recorded by staff using a record sheet within the club 'Behaviour' file.
  - Parents/carers of both the victim and the bully will be informed of all incidents that are recorded. They will be told the facts and how the club has followed the incident up. They will be asked to support the club in the handling of the incident. If the bullying is of a very serious nature, or if it has happened on more than one occasion the parents/carers will be invited to come into club for a meeting to discuss the problem.
  - After the incident has been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.
  - Bullying incidents will be discussed regularly at HPSOSHC staff meetings.
  - The headteacher of the school will be informed of all incidents that have been recorded in order to ensure that the school staff can monitor the children involved during the school day. School staff will also liaise with HPSOSHC staff if incidents of bullying have happened in school between children who attend the club.
  - The headteacher will report on serious bullying incidents to the Governors in the termly headteacher's report.
  - If necessary and appropriate, the Child Protection Officer in school, Social Services or police will be consulted.



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**The following sanctions may be used in the club:**

- The bully will be expected to apologise formally to the victim
- Time out (in accordance with the club's Behaviour Policy)
- The bully may be withdrawn from participation in club activities, events or visits for the safety and enjoyment of the other children
- Exclusion for 3 days
- Exclusion for 5 days if the bullying continues
- Permanent exclusion from the club.

## **HPSOSHC Anti-Bullying Advice for Children:**

We do not tolerate any form of bullying behaviour at our club. If you are being bullied (remember S.T.O.P. Several Times On Purpose) we would like you to use the strategies which were suggested by the children at Houghton Primary School :

- You must tell someone if you are being bullied. Tell someone you can trust - it can be any adult in the club, a teacher or other adult in your school, a parent, a friend, a brother, a sister or a relative. Remember the staff in club work together with the staff in the school and they will all work together to help you.
- If you are scared, ask a friend to go with you when you tell someone.
- If you don't feel you can talk to someone about it, write it down and give it to a member of staff (or ask a friend to give it to a member of staff)
- When you tell an adult about the bullying give them as many facts as you can (What? Who? Where? When? Why? How?).
- Keep a diary of what's been happening and refer to it when you tell someone
- Keep on speaking out until someone listens and helps you.
- Never be afraid to do something about it and quick.
- Don't suffer in silence.
- Don't blame yourself for what is happening.

**REMEMBER—IF YOU ARE BEING BULLIED THE ADULTS AT THE CLUB WILL DEAL WITH IT AND HELP YOU**

### **What can you do if you see someone else being bullied? (The role of the bystander)**

Ignoring bullying is cowardly and unfair to the victim. Staying silent means the bully has won and gives them more power. There are ways you can help without putting yourself in danger.

Here are some strategies that were suggested by the children at Houghton Primary School we would like you to follow:

- Don't smile or laugh at the situation.
- Don't rush over and take the bully on yourself.
- Don't be made to join in.
- If safe to do so, encourage the bully to stop bullying.
- If you can, let the bully know you do not like his or her behaviour.
- Let the victim(s) know that you are going to get help.
- Tell a member of staff as soon as you can.
- Try and befriend the person being bullied.
- Encourage the person to talk to someone and get help.
- Ask someone you trust about what to do.
- If you don't feel you can talk to someone about it, write it down and give it to a member of staff.



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