



## **Anti-Bullying Policy**

### **Aim of Policy**

We are committed to providing a caring, friendly and safe environment for all our participants so they can learn/participate in activities in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at 4R's/Active Inclusion Project. If bullying does occur, everyone should be able to tell and know that incidents will be dealt with promptly and effectively.

We are a telling organisation. This means that anyone who knows that bullying is happening is expected to tell the staff.

This policy relates to the bullying of participants. Whilst the same principles apply to staff, any claims relating to bullying are dealt with under RCD's Grievance Procedures.

### **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. Individuals who are bullying need to learn different ways of behaving. As a Company, we have a responsibility to respond promptly and effectively to issues of bullying.

### **Objectives of this Policy**

All staff, volunteers, participants, partner agencies, parents and carers should have an understanding of what bullying is and know what 4R's/Active Inclusion Project's policy on bullying is and how to follow it when bullying is reported.

As an organisation, we take bullying seriously. Participants and their parents and carers should be assured that they will be supported when bullying is reported.

Bullying will not be tolerated.



## Signs and Symptoms

A person may indicate by signs or behaviour that he or she is being bullied. Staff and volunteers should be aware of these possible signs and that they should investigate if a participant:

- is frightened of walking to or from the centre/placement
- doesn't want to go to their education or youth groups on the public bus
- changes their usual routine
- is unwilling to go to groups/lessons
- begins to truant
- becomes withdrawn anxious, or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels ill in the morning
- begins to do poorly in schoolwork
- comes home with clothes torn or books damaged
- has possessions which are damaged or "go missing"
- asks for money or starts stealing money (to pay bully)
- has dinner or other monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive, or unreasonable
- is bullying other people
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber-message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.

## Procedures

1. Report bullying incidents to staff.
2. Staff will record the incident in the hardbacked book of bullying incidents.
3. In serious or persistent 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. An attempt will be made to help the bully (bullies) change their behaviour.

### **Outcomes**

The bully (bullies) may be asked to genuinely apologise. Other consequences/sanctions may be put in place, including suspension or even exclusion from activities/learning. If possible, the individuals will be reconciled. After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

### **Prevention**

Anti-bullying is a part of the curriculum at the 4R's/Active Inclusion Project.

This involves:

- writing a set of ground rules for individual groups
- agreeing and signing a behaviour contract and agreeing and signing individual learning plans that include personal goals
- having discussions about bullying and why it matters.

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