

HAZELDENE SCHOOL CARE CLUB



Anti-Bullying Policy

REVISED DECEMBER 2016

SIGNED DATE.....
CARE CLUB MANAGER

SIGNED DATE

CHAIR OF GOVERNORS

TO BE REVIEWED DECEMBER 2018

Anti-Bullying Policy

Care Club will provide a supportive, caring and safe environment in which all children are free from the fear of being bullied. Bullying of any form is not tolerated in our Care Club, whether carried out by a child or an adult.

Staff, children and parents or carers will be made aware of the Care Club's position on bullying. Bullying behaviour is unacceptable in any form.

Any child who is a victim of bullying will be dealt with in a sympathetic manner. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff informed, and then discussed with the Care Club Leader and Care Club Manager. A clear account of the incident will be recorded in an **Incident log**. All staff will be informed so that close monitoring of the victim and bully can begin. Parents of both parties will be informed.

Care Club defines bullying as the **repeated harassment of others through emotional, physical, psychological or verbal abuse**.

- **Physical:** Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any sort of violence against another person.
- **Psychological:** Behaviour likely to create a sense of fear or anxiety in another person.
- **Emotional:** Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, making another person feel 'left out' of a game or activity, passing notes about others or making fun of another person.
- **Verbal:** Name-calling, put-downs, ridiculing or using words to attack, threaten or insult. For example, spreading rumours or making fun of another person's appearance.

Preventing bullying behaviour

Staff at Care Club will foster an anti-bullying culture in the following ways:

- Encouraging caring and nurturing behaviour
- Discussing friendships and encouraging paired, group and team play
- Encouraging children to report bullying without fear

Responding to bullying behaviour

Care Club acknowledges that despite all efforts to prevent it, bullying behaviour could occur on occasion. Should such incidents occur, the Care Club will respond in accordance with the following principles:

- We will address all incidents of bullying thoroughly and sensitively.
- Victims of bullying will be offered the immediate opportunity to discuss the matter with a member of staff who will reassure the child and offer support.
- They will be reassured that what they say will be taken seriously and handled sympathetically.
- Staff will support the individual who has been bullied, keeping them under close supervision, and checking their welfare regularly.
- If another child witnesses bullying and reports this, staff will reassure them that they have done the right thing. Staff will then investigate the matter.
- If a member of staff witnesses an act of bullying, involving children or adults at the club, they will inform the Care Club Leader and Care Club Manager.

- Children who have bullied will be helped by discussing what has happened, establishing why the child became involved. Staff will help the child to understand why this form of behaviour is unacceptable and will encourage him/her to change their behaviour
- All incidents of bullying will be reported to the Care Club Manager and will be recorded on an **Incident Log**. The manager and other relevant staff will review the Care Club's procedures in respect of bullying, to ensure that practices are relevant and effective.

To be reviewed: December 2016

Written in accordance with the EYFS welfare requirement: *Safeguarding and promoting children's welfare*.