



# YCA

## Anti-Bullying Policy

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## **Purpose**

The YCA has a strict zero-tolerance policy towards bullying. A description of what is meant by the term bullying, and of the possible signs of bullying are set out in Appendix 1. All bullying allegations are taken very seriously. The School encourages staff, volunteers, Arabic school students (and their parents), young people, and service users to report any allegations of bullying. All the aforementioned should be confident that their concerns will be carefully investigated, and if substantiated, taken seriously and acted upon.

## **Relationship to other policies**

This policy should be read in conjunction with the policies on:

- Volunteering
- Safeguarding
- Equality and disability
- Child Protection
- Behaviour

## **Roles and responsibilities of Head teacher, other staff, governors.**

The **Chairman/head teacher** will:-

- Be responsible for ensuring that this policy is implemented and for reporting to governors upon its impact.
- In the event that the staff are unable to resolve the situation with those involved in an incident of bullying, the following will take place: discuss the allegations with those involved; inform other staff; inform parents or carers (where applicable); arrange a meeting as appropriate, deciding on a co-ordinated action to support the individual(s) being bullied; and to ensure that where bullying was found to occur, that the perpetrator is made aware of the consequences of their actions.
- Maintain written records of the incident and the outcomes reached in a log book

**Other staff** will:-

- Be alert to signs of bullying and act promptly and firmly against it.
- Attempt to deal with any incident of bullying and immediately thereafter report to the designated person (Head teacher/Chairman).
- To contribute evidence / observations to written records in line with the Child Protection policy

**Pupils/Young service users** will be expected to:

- maintain standards of acceptable behaviour as set out within the code of conduct;
- Use the term appropriately see appendix 1
- Speak openly about bullying
- Show that they disapprove of bullying by giving sympathy and support to children who may be being bullied.

### **Support to the parents/guardians**

- Parents/guardians should be advised on policies and procedures in relation to bullying
- Any incident of bullying will be discussed with the child/young person's parents/guardians
- Parental/guardian advice on action will be sought and agreements made as to what action should be taken
- Advice on coping with bullying should be given
- Support should be offered to parents/guardians including information on other agencies or support lines.

The **YCA Management Committee** will regularly review this policy and make it available to parents.

### **Arrangements for monitoring and evaluation**

The Head teacher/Chairman will provide a termly report on the implementation of the policy together with a record of any incidents of bullying.

### **Appendix 1**

#### ***What is meant by the term "bullying"?***

#### **Salford's definition of bullying:**

Bullying is an unwanted behaviour that oppresses and intimidates another person, emotionally and sometimes physically. The behaviour is repeated or has the potential to be repeated and as a result makes the person feel unhappy and unsafe. A child or person affected can be bullied at any time or place.

Bullying can be:

1. Physical - pushing, hitting, kicking, punching or any use of or threatened use of physical violence;
2. Verbal - name calling, sarcasm, spreading rumours, nasty teasing, writing notes;
3. Emotional - indirect means of hurting others - deliberate excluding people from groups, tormenting, racial taunts, threatening or rude gestures. This type of bullying can be less obvious;
4. Cyber bullying using the email, the net and phones.
5. Menacing - hiding belongings, demanding possessions or money, demanding the victim's or the bystander's silence when bullying has taken place.

## **1. Identification of possible victims of bullying:**

### **Possible signs in school:**

- changes to normal behaviour
- teasing
- being called names
- taunted
- threatened
- subdued - withdrawn
- made fun of; gets picked on
- involved in quarrels
- Pretending to be ill.
- not picked for playground teams
- won't speak up in class
- unhappy
- gradual deterioration in performances
- poor self-image

### **Possible signs at home:**

- frightened of walking to and from school
- is unwilling to go to school, or feels ill every morning
- begins to do poorly in school work
- becomes surly towards family members
- becomes withdrawn, starts stammering, lacks confidence
- refuses to say what's wrong
- begins to bully
- becomes aggressive and unreasonable
- unexplained damage to clothing

### **Useful Contacts:**

**NSPCC Helpline: 0808 800 5000**

**[www.there4me.com](http://www.there4me.com) (an online service for young people)**

**Parentline Plus [www.parentlineplus.org.uk](http://www.parentlineplus.org.uk)**