



Hilldrop Area Community Association
Dignity and Anti-Bullying Policy
May2021

Policy No. 08	This policy was adopted by HACA in June 2018 and will be reviewed at least every 2 years.	Date of Review: May 2021
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See also: **Equality and Diversity Policy**
 Behaviour Management Policy

Hilldrop Area Community Association (HACA) is committed to providing an environment which is safe, welcoming and free from bullying, abuse and the threat of harm for children and staff. Bullying in any form is unacceptable in our organisation, whether by a child or an adult.

Our centre’s staff, children and parent/carers will be made aware of HACA’s stance towards bullying. Such behaviour will not be tolerated or excused under any circumstances.

HACA defines bullying as the repeated harassment of others through emotional, physical, psychological or verbal abuse. Examples of such behaviour are as follows:

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.

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 instil a sense of fear or anxiety in another person, including threats

Verbal: Name-calling, put-downs, ridiculing or using words to attack, threaten or insult. Including spreading rumours or making fun of another person’s appearance.

Preventing Bullying Behaviour

HACA staff will make every effort to create a tolerant and caring environment, where bullying behaviour is not acceptable. Staff will discuss the issues surrounding bullying openly, including why bullying behaviour will not be tolerated and what the consequences of bullying behaviour will be.

Dealing with Bullying Behaviour

HACA acknowledges that despite all efforts to prevent it, bullying behaviour can still occur. Should such incidents occur, HACA will respond in accordance with the following principles:

- We will address all incidents of bullying thoroughly and sensitively.
- Children will be encouraged to immediately report any incident of bullying that they experience or witness. They will be reassured that what they say will be taken seriously and handled sympathetically.
- If a member of staff witnesses an act of bullying, involving children or adults at the centre, they have a duty to inform the Play Project Manager and/or Centre Manager.
- If a child or a member of staff informs someone that they have been bullied, they will be given the time to explain what has happened and reassured that they were right to tell.
- The staff team will support the individual who has been bullied, keeping them under close supervision, and checking their welfare regularly.
- In the majority of cases, bullying behaviour from children can be addressed according to the strategies set out in the **Behaviour Management Policy (20)**. The bully will be encouraged to discuss their behaviour and think through the consequences of their actions. If appropriate, they will be encouraged to talk through the incident with the other person concerned. A member of staff will inform the parents/carers of all the children involved in a bullying incident at the earliest possible opportunity. If appropriate, staff will facilitate a meeting between the relevant parents/carers. Staff will handle such incidents carefully and sensitively.
- All incidents of bullying will be reported to the Play Project Manager and/or Centre Manager and will be recorded in an Incident log. The reporting manager and any other relevant staff will follow the procedures in respect of bullying, and review to ensure that practices are relevant and effective.
- Conflict resolution training and awareness will be available
- Adults/Parents who demonstrate bullying behaviour will have access to the centre withdrawn.
- Serious incidents of threat to harm or humiliate will be reported to the Police.