

**Hilldrop Area Community Association  
Dignity and Anti-Bullying Policy  
June 2018**

This policy was adopted by Hilldrop Area Community Association	Date: June '18.
To be reviewed: 2 years.	Signed: 

**See also: Equality and Diversity Policy**

Hilldrop Area Community Association (HACA) is committed to providing an environment that is safe, welcoming and free from bullying, abuse and the treat of physical harm for children and staff. Bullying of any form is unacceptable in our setting, whether by a child or an adult. The victim is not responsible for being the target of bullying.

The 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.

**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**

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 is likely to occur on occasion. 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 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 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**. 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 manager and will be recorded on an Incident log. The manager and other relevant staff will review the club's procedures in respect of bullying, to ensure that practices are relevant and effective.
- Conflict resolution training.
- Withdrawal of access to the building – adults/parents.
- Compliance of to provisions or special arrangements in order for services to continue.
- Report to police.
- Record incidents and carry out risk assessment.