



ANTI-BULLYING POLICY

Review frequency:	Date of last review:	Date of next review:
Annually	02 June 2020	02 June 2021

Version Date	Version Ref	Revision History	Reviser	Approved By	Review Date
02/06/2020	1	Final live version	Director	Director	02/06/2021

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1 Statement

Berkeley Guardians are committed to providing a warm, caring and safe environment for all our children. Bullying of any kind is unacceptable and will not be tolerated. We take all incidents of

bullying seriously. No-one deserves to be a victim of bullying. Everybody has the right to be treated with respect and a child/children who are bullying others need to learn different ways of behaving. At Berkeley Guardians we acknowledge that bullying does happen from time to time – indeed, it would be unrealistic to claim that it does not. When bullying does occur, everyone should be able to tell and know that incidents will be dealt with promptly and effectively in accordance with our anti-bullying policy. We actively encourage staff and children within our care that if they are aware that bullying is happening they are expected to tell a member of staff.

2 Aims and Objectives

The aim of this policy is to try and prevent and deal with any behaviour deemed as bullying. The implementation of this policy will create an ethos where bullying is regarded as unacceptable so that a safe and secure environment is created for everyone to learn and work in. All members of Berkeley Guardians have a responsibility to recognise bullying when it occurs and take appropriate action in accordance with the policy. This will happen in the following ways:

- Berkeley Guardians will meet the requirement to have an anti-bullying policy in place.
- Berkeley Guardians will work closely with other professional agencies to ensure that children stay safe as stated in The Children Act 1989, Working Together to Safeguard Children 2018, Keeping Children Safe in Education 2019 and The Children Act 2004.
- All Berkeley Guardians staff, children and parents/carers will have an understanding of what bullying is.
- All Berkeley Guardians staff will know what our policy is on bullying and will consistently and swiftly follow it when bullying is reported.
- All children and parents/carers will know what Berkeley Guardians policy is on bullying and what they can do if bullying occurs.
- Children and parents/carers will be assured that they will be supported when bullying is reported.
- A positive, caring ethos will be created within Berkeley Guardians where everyone can work, play and express themselves, free from the fear of being bullied.

Note: Berkeley Guardians staff include Directors, office staff, guardians host families and any other staff employed by Berkeley Guardians.

3 What Is Bullying?

Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online (cyber-bullying), and it can be obvious (overt) or hidden (covert).

Bullying of any form or for any reason can have long-term effects on those involved, including bystanders. Bullying is mean and results in worry, fear, pain and distress to the victim(s).

3.1 What Bullying is not:

It is important to understand that single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying. Therefore the odd occasion of falling out with friends, name calling, arguments or when the occasional trick or joke is played on someone is not classed as bullying. It is bullying if it is done several times on purpose. Children sometimes fall out or say things because they are upset. When occasional problems of this kind arise it is not classed as bullying. It is an important part of children's development to learn how to deal with friendship breakdowns, the odd name calling or childish prank. We all have to learn how to deal with these situations and develop social skills to repair relationships.

4 Identifying Bullying

Bullying can be:-

- Emotional
 - being unfriendly
 - excluding
 - tormenting (e.g. hiding belongings, threatening gestures)
 - ridicule
 - humiliation
- Verbal
 - name-calling
 - sarcasm
 - spreading rumours
 - threats
 - teasing
 - making rude remarks
 - making fun of someone
- Physical
 - pushing
 - kicking
 - hitting
 - pinching
 - throwing stones
 - biting
 - spitting
 - punching or any other forms of violence
 - taking or hiding someone's belongings
- Racist
 - racial taunts
 - graffiti
 - gestures
 - making fun of culture and religion
- Sexual
 - unwanted physical contact
 - sexually abusive or sexist comments
- Homophobic
 - because of/or focussing on the issue of sexuality
- Online/cyber
 - setting up 'hate websites'
 - sending offensive text messages and/or emails
 - abusing the victims via their mobile phones
- Any unfavourable or negative comments, gestures or actions made to someone relating to their disability or special educational needs.

5 Where Does Bullying Happen?

It can happen anywhere – in the host family, in the School, during activities, when taking regular transport. In such cases, the DDSL/ or DSL will investigate by following the procedures as set out within this policy.

At Berkeley Guardians, we are concerned with our children's conduct and welfare outside as well as inside our host families and we will do what we can to address any bullying issues that occur outside of the host family home. The following steps may be taken:

- Talk to the local Community Police Officer about problems on the streets
- Talk to the transport companies about bullying on local buses and in Berkeley Guardians taxis
- Talk to the Head Teachers of schools whose children may be involved in bullying whilst under our care
- Map out safe routes for children or finding alternative travel arrangements
- Discuss coping strategies with host families/parents/carers
- Talk to the children about how to handle or avoid bullying outside the host family

6 Signs and Symptoms

A child may indicate, by different signs or behaviour, that he or she is being bullied.

Staff should be aware of these possible signs and investigate further if a child:

- is frightened of walking around the local area
- doesn't want to go on the bus/in the taxi
- begs to be personally driven
- changes their usual routine/route
- begins truanting (The School may liaise with Berkeley Guardians)
- 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 under perform in school/tutoring work
- comes home with clothes torn or books damaged
- has possessions go "missing"
- asks for money or starts stealing money (to pay the bully)
- has other monies continually "lost"
- has unexplained cuts or bruises
- comes home very hungry (money/snack/sandwiches have been stolen)
- becomes aggressive, disruptive or unreasonable
- starts swearing or using aggressive language for no apparent reason
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be taken seriously and investigated as soon as possible.

7 What Can You Do If You Are Being Bullied?

You have the right to feel safe. Nobody has the right to make you feel unhappy. If someone is bullying you, it is important to remember that it is not your fault and there are people who can help you.

7.1 Some useful strategies in the list below:

- Try not to let the bully know that he/she is making you feel upset.
- Try to ignore them.
- Be assertive – stand up to them, look at them directly in the eye, tell them to stop and mean it.
- Stay in a group, bullies usually pick on individuals.
- Get away as quickly as you can.
- Tell someone you can trust – it can be any member of Berkeley Guardians staff, a tutor, a parent/carer, a friend, a brother, a sister or a relative.
- If you are scared, ask a friend to go with you when you tell someone.
- If you don't feel you can talk to someone about it, write it down and either give it in person or post to Berkeley Guardians address below.
- When you tell an adult about the bullying give them as many facts as you can (What? Who? Where? When? Why? How?).
- Keep a diary of what's been happening and refer to it when you tell someone (see Appendix 1).
- Keep on speaking out until someone listens and helps you.
- Never be afraid to do something about it and quick.
- Don't suffer in silence.
- Don't blame yourself for what is happening.
- Call a helpline for some advice - **Childline - 08001111**

8 What can you do if you see someone else being bullied?

Ignoring bullying is unfair to the victim. Staying silent means the bully has won and gives them more power. There are ways you can help without putting yourself in danger.

8.1 Some useful strategies in the list below:

- Don't smile or laugh at the situation.
- Don't rush over and take the bully on yourself.
- Don't be made to join in.
- If safe to do so, encourage the bully to stop bullying.
- If you can, let the bully know you do not like his or her behaviour.
- Shout for help.
- Let the victim(s) know that you are going to get help.
- Tell a member of staff as soon as you can.
- Try and befriend the person being bullied.
- Encourage the person to talk to someone and get help.
- Ask someone you trust about what to do.
- If you don't feel you can talk to someone about it, write it down and either give it in person or post to Berkeley Guardians address below.
- Call a helpline for some advice - **Childline - 08001111**

9 Bullying of children with Special Educational Needs

Berkeley Guardians provides a secure, accepting, safe and stimulating environment where everyone is valued for who they are.

All staff are aware that children who have learning disabilities and/or communication difficulties can be especially vulnerable to bullying and we will therefore be particularly vigilant at all times with these children.

High attainers, gifted or talented children can also be affected by bullying. Staff will treat this type of bullying as seriously and in the same way as any other type of bullying.

10 Procedures For Reporting And Responding To Bullying Incidents

All staff will respond calmly and consistently to all allegations and incidents of bullying. They will be taken seriously by all staff and dealt with impartially and promptly. All those involved will have the opportunity to be heard. Staff will protect and support all children involved whilst allegations and incidents are investigated and resolved.

The following step-by-step procedure will be used for reporting and responding to bullying allegations or incidents:

1. Report all bullying allegations and incidents to DDSL/DSL however seemingly trivial.
2. Ensure that all reports of suspected bullying are logged and that the follow-up is also logged, fully recorded and signed off by the DDSL/DSL.
3. Staff will make sure the victim(s) is and feels safe.
4. Appropriate advice will be given to help the victim(s).
5. Staff will listen and speak to all children involved about the incident separately.
6. Once it has been established that bullying has taken/is taking place, explain to the person acting unkindly that their actions have been precisely that and tell them the effect it has had on another / others.
7. The problem will be identified and possible solutions suggested. If necessary support will be provided for the child/children to apologise and conduct 'no-blame' meetings with both parties (bully and bullied)
8. The aim is to clarify the situation through discussion and allow both sides to work out a solution that is satisfactory to them both. This will be recorded by the child's guardian who will inform the DDSL or DSL and agents / parent/carer / School what has happened and how it has been resolved.
9. If, after this meeting, the bullying continues, then it must be seen as deliberate and require a more serious response. The guardian will take immediate action to protect the bullied person and begin procedures to restrict the activities of the bully. The DDSL/DSL must be informed and decisions will be made which could involve the bully being removed from the host family, perhaps to another home. The DSL will also keep agents / parent/carer / School fully informed.
10. Ensure that any apology / reconciliation is done with staff present so that it can be accurately recorded.
11. Staff will attempt to adopt a problem solving approach which will move children on from them having to justify their behaviour.
12. Appropriate action will be taken quickly to end the bullying behaviour or threats of bullying.
13. Staff will reinforce to the bully that their behaviour is unacceptable.
14. If possible, the pupils will be reconciled.
15. An attempt will be made, and support given, to help the bully (bullies) understand and change his/her/their behaviour.
16. In cases of serious bullying, the incidents will be recorded by staff on the standard Incident Report Form. All reports will be kept in a secured and locked file in the office of Berkeley Guardians. (Appendix 2).
17. In serious cases parents will be informed and will be invited to come into Berkeley Guardians or online for a meeting to discuss the problem.
18. After the incident has been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

19. Bullying incidents will be discussed regularly at staff meetings.
20. If necessary and appropriate, the Local Safeguarding Partner or police will be consulted.
21. Any further/extreme incidents of bullying by the same person would result in them having to leave the care of Berkeley Guardians. This will be managed by the DSL.

10.1 Contact details

The Designated Safeguarding Lead (DSL) is Karen Pickles, a Berkeley Guardians Director. Karen can be contacted in office hours on 07565493818 or outside office hours via **the emergency phone: 07565493818**. Her email is karen@berkeleyguardians.com

The Deputy Designated Safeguarding Lead (DDSL) is Jo Clark, a Berkeley Guardians Director. Jo can be contacted in office hours on 07565493803 or outside office hours via the **emergency phone: 07565493818**. Her email is jo@berkeleyguardians.com

11 Strategies For The Prevention And Reduction Of Bullying

Berkeley Guardians believe in a positive learning, caring and warm environment with the aim of reducing the opportunities for bullying to occur.

Strategies can include:

- Undertaking regular questionnaires and surveys to monitor the extent of bullying at Berkeley Guardians and the effectiveness of the anti-bullying policy
- Producing a 'child speak' version of the policy for the children
- Making national anti-bullying week a high profile event each year
- Awareness raising through regular anti-bullying articles in the news letter
- Social events
- Setting up of a circle of friends support network where a small group of children volunteer to help and support an individual experiencing difficulties
- Children writing stories and poems and drawing pictures about bullying – display in newsletter
- Introduction of a confidential online portal where children and parents/carers can write and post their concerns and ideas
- Using praise and rewards to reinforce good behaviour
- Encouraging everyone to model appropriate behaviour towards one another
- Organising regular anti-bullying training for all staff

12 Monitoring and Evaluation of the Policy

To ensure this policy is effective, it will be regularly monitored and evaluated. Questionnaires, together with surveys, children's and parents/carers comments and bullying incident forms will be used to gauge the effectiveness of the policy. Following an annual review any amendments will be made to the policy and everyone informed.

13 Sources of Further Information

There is a vast amount of information and guidance available about bullying that can provide a wide range of support and help. The following list is just a small selection of the support:

Childline	0800 1111 (helpline for children)	www.childline.org.uk
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Kidscape	020 7730 3300 (general enquiry number) 08451 205 204 (helpline for adults only)	www.kidscape.org.uk www.beyondbullying.com
NSPCC	0207 825 2500	www.nspcc.org.uk
Parentline Plus	0808 800 2222	www.parentlineplus.org.uk
The Children's Legal Centre	0800 783 2187	www.childrenslegalcentre.com
The Office of the Children's Commissioner	0844 800 9113	www.childrenscommissioner.org.uk
UK Government Website	not available	www.direct.gov.uk