



COMMUNITY TRUST

**ANTI-BULLYING POLICY AND
PROCEDURES**

ANTI – BULLYING POLICY

Statement of Intent

Blackburn Rovers Community Trust is committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in our organisation. If bullying does occur, anybody should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* organisation. This means that *anyone* who knows that bullying is happening is expected to tell the staff so it can be dealt with.

What Is Bullying?

Bullying may be defined as “Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally” Bullying results in pain and distress to the victim.

Bullying can be:

- **Emotional**- being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- **Physical**- pushing, kicking, hitting, punching or any use of violence
- **Racist**- racial taunts, graffiti, gestures
- **Sexual**- unwanted physical contact or sexually abusive comments
- **Homophobic**- because of, or focussing on the issue of sexuality
- **Verbal**- name-calling, sarcasm, spreading rumours, teasing
- **Cyber**- all areas of internet, such as email & internet chat room misuse Mobile threats by text messaging & calls. Misuse of associated technology, i.e. camera and video facilities

Why is it Important to Respond to Bullying?

Bullying hurts and can have a long term and serious impact upon a person’s life and well being. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving.

Schools have a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All staff, participants and parents should have an understanding of what bullying is.
- All participants and parents should know what the organisations policy is on bullying, and what they should do if bullying arises.
- As a charity we take bullying seriously. Participants and parents should be assured that they will be supported when bullying is reported.
- Bullying will always be confronted.

Aims of the Policy for BRCT

- To teach our participants, staff and volunteers, how to treat each other with respect
- To enable participants to understand when they are being bullied and to give them strategies to be able to deal effectively with these situations, wherever they may occur.

ROLES AND RESPONSIBILITIES

RESPONSIBILITIES OF BLACKBURN ROVERS COMMUNITY TRUST TRUSTEES

- To ensure the policy is consistently implemented across BRCT
- Ensure the policy is regularly reviewed and conforms to relevant law and guidance
- To ensure BRCT policy is to adhere to and reflects the Anti-bullying policy
- Keep themselves informed through regular meetings with staff and visits to BRCT
- To make recommendations to the CEO about any amendments
- To scrutinise data reporting on bullying

RESPONSIBILITIES OF THE CEO/SAFEGUARDING OFFICER

- To oversee the implementation of the policy, including inclusion in induction and ongoing training for staff, volunteers and students on placement
- To ensure the ethos of a caring, respectful and safe environment is evident throughout the Trust
- To ensure effective joint working with other agencies
- To make recommendations to Trustees for any amendments
- To ensure appropriate learning opportunities, regarding bullying, are delivered to participants, staff and volunteers
- To oversee the monitoring and investigation of all allegations of bullying, ensuring that appropriate interventions are put in place
- To analyse data and report to Trustees on bullying

RESPONSIBILITIES OF STAFF

- To notify the CEO of incidents of bullying and to follow the appropriate organisation procedures.
- Senior management team is responsible for ensuring all staff are well supported and have the opportunity for post incident debriefings
- All employees have a duty of care that requires them to act in the participant's best interest and to treat all young people we support fairly, with respect and understanding
- All persons have a duty to report any concerns about practice to the CEO, or if appropriate to the Trustees
- To respond to all young people in a calm and positive manner
- To provide positive role models to all pupils ensuring that their behaviour reflects the good practice of the school
- To value every participant even if their behaviour needs a high level of support
- To enable and support all participants to understand what bullying is, how it may affect them and others and how to manage challenging situations.
- To work with their team, staff in other settings, participants, parents and carers to ensure that strategies are developed together and that there is continuity of approach

RESPONSIBILITIES OF VOLUNTEERS AND PARTICIPANTS ON PLACEMENT

- To follow guidance given
- To request support and advice when necessary

RESPONSIBILITIES OF PARTICIPANTS/VOLUNTEERS

- To respect those around them and treat them as they would wish to be treated.
- To work with staff to develop a set of rules
- To follow BRCT rules
- To report all incidents of bullying to a member of staff.

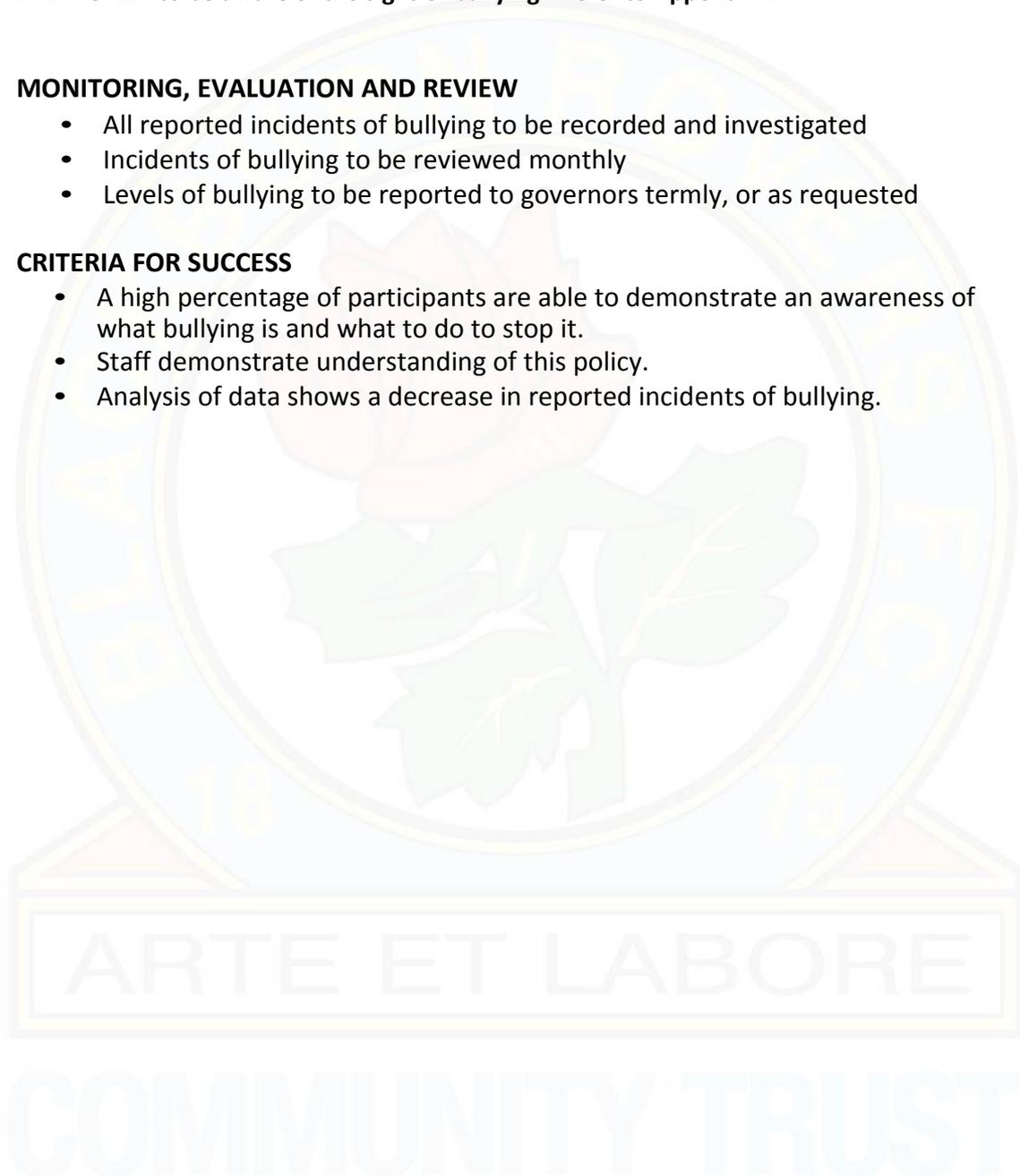
EVERYONE – to be aware of the signs of bullying – refer to Appendix 1

MONITORING, EVALUATION AND REVIEW

- All reported incidents of bullying to be recorded and investigated
- Incidents of bullying to be reviewed monthly
- Levels of bullying to be reported to governors termly, or as requested

CRITERIA FOR SUCCESS

- A high percentage of participants are able to demonstrate an awareness of what bullying is and what to do to stop it.
- Staff demonstrate understanding of this policy.
- Analysis of data shows a decrease in reported incidents of bullying.



ANTI-BULLYING PROCEDURES

1. All participants are made aware of what bullying is, what to do if they are being bullied.
2. Participants are taught and encouraged to report bullying incidents to staff.
3. Staff will record and investigate all incidents of reported bullying promptly using the BRCT standard incident recording form.
4. Parents will be informed and, in serious cases, will be asked to come in to a meeting to discuss the problem.
5. If necessary and appropriate, police will be consulted.
6. Where necessary interventions will be planned to help bullies understand the impact of and change their behaviour.
7. Interventions will be planned to enable participants to recognise what bullying is and to develop strategies to overcome it.
8. Short and longer term monitoring will be used to ensure that strategies to overcome a bullying incident have been successful.

SUPPORTING THE VICTIM OF BULLYING

It is essential that all individuals who have experienced bullying are provided with timely and appropriate support. This may include one or more of the following:

- active listening;
- advice;
- assertiveness training;
- named participant/ staff member to provide appropriate support;
- regular checking with the participant regarding their well-being.

OUTCOMES

- The bully (bullies) may be asked to genuinely apologise. Restorative justice strategies may be used. Other consequences may take place.
- In serious cases, the use of sanctions may be deployed (see behaviour policy)
- If possible, the participants/staff will be reconciled
- After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not recur.

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PREVENTION

We will use the following methods for preventing bullying:

- writing a set of organisation rules
- where necessary, participants sign a behaviour contract
- social stories about bullying
- Anti-bullying week – activities and events to raise awareness
- Displaying signs saying what to do if participants are worried, upset or being bullied.

Appendix 1

Signs and Symptoms

A participant, staff member or volunteer may indicate signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- is frightened of walking to or from school
- doesn't want to attend the session
- begs to be driven to the session
- changes their usual routine
- is unwilling to go to the session
- begins to truant
- 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 do poorly in work
- comes home with clothes torn or books damaged
- has possessions which are damaged or "go missing"
- asks for money or starts stealing money (to pay bully)
- has dinner or other monies continually "lost"
- has unexplained cuts or bruises
- comes home starving (money / lunch has been stolen)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous & jumpy when a cyber message is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated.