

ANTI-BULLYING POLICY

Ratified by HAOS Productions Management Committee 9th June 2020

AIMS

The aim of this policy and procedure is to provide guidance to adult members, as well as to children and young people who may experience bullying, so that they will know what to do if an incident of bullying occurs..

The procedure also aims to ensure that HAOS Productions responds fairly and consistently to incidents of bullying, recognising that those who bully often have needs too.

We recognise that:

- Bullying is "behaviour, usually repeated over time, that intentionally hurts another individual or group, physically or emotionally."
- One person or a group can bully others.
- Bullying can occur either face to face between individuals or groups or online, using information technology, such as computers or mobile phones.

Bullying can include:

- Verbal teasing or making fun of someone.
- Excluding adults and children from activities and conversations.
- Persistently and purposefully being excluded from society activities, including shows or social events a member/child or a young person has shown interest in.
- Pressurising other adults or children not to be friends with another person.
- Spreading hurtful rumours or passing round inappropriate photographs/images/drawings.
- Shouting at or verbally abusing someone.
- Stealing or damaging someone's belongings.
- Making threats.
- Forcing someone to do something embarrassing, harmful or dangerous.
- Harassment on the basis of race, gender, sexuality or disability. See Equality Policy
- Physical or sexual assault . See safeguarding policy

Bullying causes real distress

It can affect a person's health and development and, at the extreme, can cause significant harm; people are often targeted by bullies because they appear different from others; we all have a role to play in preventing bullying and putting a stop to bullying.

Purpose of this policy

- To prevent bullying from happening in our organisation, as much as possible.
- When bullying does happen, to make sure it is stopped as soon as possible and that those involved receive the support they need.
- To provide information to all adult members, children and their families about what we should all do to prevent and deal with bullying.

We will seek to prevent bullying by:

Developing a code of behaviour that sets out the "dos" and "don'ts" in terms of how everyone involved in HAOS Productions is expected to behave, both in face-to-face contact and online.

Holding discussions with members, children, young people and families to ensure that they understand our anti-bullying policy.

These discussions will focus on:

- Group members' responsibilities to look after one another and uphold the behaviour code.
- Practising skills such as listening to each other.
- Respecting the fact that we are all different.
- Making sure that no one is without friends.
- Dealing with problems in a positive way.
- Checking that the anti-bullying measures are working well.
- Providing a complaints policy and procedure. Making sure that members, children and young people, parents and carers have clear information about our anti-bullying policy, complaints procedure, code of behaviour and anti-bullying procedure.

When bullying occurs, we will respond to it by:

- Having a clear anti-bullying procedure in place.
- Providing support for all volunteers on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying.
- Addressing the issue from the point of view of the person being bullied, the bully, any bystanders and HAOS Productions as a whole.
- Reviewing the plan developed to address the bullying, in order to ensure that the problem has been resolved.
- Avoiding any punishments that make the individuals concerned seem small, or look or feel foolish in front of others.
- Monitoring and review.

The HAOS Productions Committee are responsible for monitoring the effectiveness of this policy.

Our Society rules requires members to adhere to our Equality Policy, which outlines that members should not suffer discrimination and should be treated with respect.

Such 'Respect' means that members, children and a young person are expected to:

- Cooperate with each other.
- Be friendly.
- Listen to each other.
- Be helpful.
- Follow our rules.
- Respect each other when using the internet, social networking sites, mobile phones, etc.
- Have good manners.
- Join in.
- Respect each other's differences.
- Treat volunteers with respect.
- Report anything that worries or concerns them to a committee member.

Members/children and young people shouldn't:

- Pick on or make fun of each other.
- Bully each other.
- Stare at others.
- Yell or shout at others.
- Be abusive.
- Use equipment to be abusive or to cyberbully - for example, by using mobile phones to send nasty messages, taking and sharing photos or videos without permission, sending nasty emails, or "trolling" (leaving unkind comments on a webpage or social network profile).

If an adult is bullying a child/a young person, this should be reported under the Safeguarding Policy.

If a child or a young person is bullying another child to the extent that it may cause significant harm, then it will also need to be dealt with under Safeguarding Policy.

Signs of Bullying:

- Being unhappy, withdrawn and unwilling to spend time in a group, especially during unstructured periods e.g. break time
- Being without friends
- Missing activities at HAOS Productions and/or expressing a reluctance to attend
- Being clingy with adults
- Appearing to lose possessions or money (things that may have really been stolen by or given away to bullies)
- Unexplained injuries
- Uncharacteristic illness or aggression

Some of these signs might also indicate abuse at the hands of adults or other negative experiences, so they should be treated with caution.

What should you do if you are being bullied

If you are being bullied you should never keep it to yourself. Tell someone you trust. This could be a committee member at HAOS Productions or another trusted adult. It could also be your parent or carer. You may prefer to tell another child or a young person first and ask that person to help you tell an adult. If the bullying is happening at HAOS Productions we will sort it out here. If it's happening somewhere else at school, for example, we will support to pass on that information to the relevant people who can support you with this in the other setting.

If you are a member, raise your concerns with a committee member or raise it through the Complaints Procedure.

What to do if you observe a member, child or young person being bullied or if someone tells you he/she is being bullied

Children and Young People

If you are a child or a young person and someone tells you that he or she is being bullied, don't try to deal with it yourself. Talk to the person about getting help from an adult. Try to encourage him or her to go with you to explain the situation to a committee member at HAOS Productions or a Safeguarding Lead. If he/she won't do this, the best way to help is to explain that you will have to tell an adult yourself -- and then go ahead and tell someone.

If you are an adult and a child or a young person tells you that he or she is being bullied, take the child seriously. Do not tell him/her to stop being silly or to keep out of the way of the bullies. This will not help and will make the child feel let down and less inclined to tell anyone else. Listen to the child's full account of what is going on and take notes of the concerns with the child as soon as possible.

If you observe the bullying directly, act assertively to put a stop to it. Explain to all concerned that the incident will have to be reported to stop it happening again.

Unless the incident is minor and can be dealt with informally, the child's parent or carer should be informed.

If possible, there should be a three-way meeting between the child/ young person, the committee member and the parent. There should also be another committee member present in order to accurately record the discussion.

If the bullying is taking place in another environment (e.g. school) the committee member should ask what support the parent and child would like, in order to engage with whoever the responsible agencies might be. The committee member should aim to work in partnership with both parent and child and any other people who may be involved.

If the bullying is taking place within HAOS Productions, the parent and child/ young person should be reassured that it will be dealt with as a priority and should be asked for their views on what would be helpful to deal with the situation.

The committee member having spoken to the child/ young person who has been bullied and the child's/ young person's parent/carer, should also speak to the bully (or bullies) and obtain their account of what has happened or is happening. This should be noted in writing and the parents/carers of the bully (or bullies) should be informed. The bully and his or her parents/carers should be asked for their views on what should be done to put a stop to any further bullying and to repair the damage that has been done.

Apart from very minor incidents that have been directly observed by a committee member and dealt with at the time, all bullying that takes place at HAOS Productions should be discussed with the Committee within 5 working days.

At the meeting, the bullying incident should be discussed and the details of a draft plan drawn up to address the situation, taking into account any suggestions made by the children involved and their parents/carers.

Adult Members

If you are an adult and you are being bullied and you feel confident about speaking to the bullies, then please do this, however if you do not feel comfortable doing this, please contact a committee member.

The committee member may suggest that there is a facilitated discussion between the members concerned.

If the bullying continues the member being bullied may raise a complaint using the formal complaints procedure.

The following areas should be covered:

Details of any apology that has been or should be offered by the bully (or bullies); details of any support for the person who has been bullied eg use of buddy scheme; details of any consequences for the bully, in addition to making an apology, with reference to the behaviour code; details of any support for the bully, with reference to the behaviour code; details of any further discussions or work to be done with others in the group, including children who may have observed or encouraged the bullying; details of any changes in how HAOS Productions may handle issues of bullying in future.

The plan should be shared with the children concerned and their parents and should be reviewed regularly.

Keeping a record of the bullying

Take clear notes of any discussions or meetings that take place following the bullying incident. The plan for dealing with the aftermath of the incident should be copied to all parties involved.



ISSUE DATE:	June 2020	REVISION:	June 2021
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