



European Union
European
Social Fund



Anti-Bullying Policy September 2021-2022

AIM:	To provide clear direction to staff and others about expected codes of behaviour in dealing with all aspects of Safeguarding relating to Bullying.
NAMED STAFF/PERSONNEL WITH SPECIFIC RESPONSIBILITY FOR SAFEGUARDING	<ul style="list-style-type: none">• Lead – Laura Webster• Deputies – Molly Simcock• Nominated Trustee – Holly Clare
DISTRIBUTION:	<ul style="list-style-type: none">• CWP staff, volunteers and learners• Service users• Website
DATE FOR IMPLEMENTATION:	1 st September 2021
DATE OF NEXT REVIEW:	31 st August 2022
AUTHOR:	Laura Webster – Safeguarding Lead
APPROVED BY:	Bill Adams – Chair of Trustees

Anti-Bullying Policy

Purpose of Anti Bullying Policy

This is the main policy for keeping learners safe whilst at CWP.

Introduction

CWP staff and volunteers work with vulnerable people. All CWP staff members, trainees and volunteers play an important part in promoting the safety and protection of vulnerable people with whom the organisation works. The aim of this policy is to ensure that vulnerable people are protected from harm while they are in receipt of services from CWP.

Values and Principles

The Directorate for Children and Young People (Lancashire County Council) has agreed on a series of underpinning principles and objectives which everyone should be striving towards and CWP endorses and implement the following principles:

- The welfare of young people is of paramount consideration at all times and we adopt a zero tolerance approach to bullying behaviour.
- We will engage with learners and partners throughout the process of developing, implementing and reviewing the effectiveness of this policy.
- CWP is committed to listening to and providing practical support to learners who are involved in bullying incidents and to actively find means of enabling all learners to communicate need.
- We will have clear lines of responsibility and accountability.
- Staff will receive appropriate training, support and supervision.
- We will strive to continue to improve the quality of our anti-bullying work and the speed of our response.
- We will:
- Contribute to reducing the risk of learners becoming victims of crime and anti-social behaviour in and out of CWP including bullying and intimidation.
- Continue to contribute to improving the emotional health and wellbeing of learners
- Promote a shared understanding of bullying behaviour and raise awareness amongst staff, parents, carers and communities.
- Provide a secure and robust framework for both managing incidents and preventing incidents of bullying behaviour.
- Monitor, evaluate and report on the nature and extent of bullying activity.
- Further develop training and associated awareness raising materials which will better equip staff, volunteers, parents, carers and learners with the skills and knowledge they need.
- Contribute to a reduction in bullying behaviour, which will result in learners feeling more safe and secure.

Aims and objectives of the policy

At CWP we aim to ensure that:

- Learners will be in a safe, caring environment.
- All types of bullying and prejudice behaviour are unacceptable and will be challenged.
- Reports of bullying or prejudice behaviour will be taken seriously, acted upon and recorded.
- Learners will be listened to, will know that it is "Okay to tell", who to tell and how to tell.
- There will be a clear and swift response to any report of bullying or prejudice behaviour.
- Referral agencies/Parents/carers will be informed of incidents as appropriate

CWP Anti Bullying Policy

Sept 2021

Owner: Steve Egan

Review Date: Aug 2022

Anti-Bullying Policy

This policy will:

- Provide CWP with a robust anti bullying and prejudice policy which is understood by all.
- Ensure that CWP has appropriate systems to manage incidents including reporting and recording procedures.
- Prevent, de-escalate and/or stop any continuation of harmful behaviour.
- React to bullying and prejudice behaviour in a reasonable, proportionate and consistent way.
- Safeguard the learners experiencing the bullying or prejudice behaviour and trigger appropriate support.
- Apply consequences to the individual/s causing the bullying or prejudice behaviour and support them in changing their behaviour.
- Work with Referral agencies/parents/carers to support learners.
- Monitor and evaluate the work of CWP.

Definition of Bullying Behaviour

CWP adopts the following definition of bullying behaviour.

Bullying falls into two categories:

- i) Emotionally harmful behaviour, such as taunting, spreading hurtful rumours and excluding people from groups, or cyberbullying (bullying that takes place over digital devices like cell phones, computers, and tablets, and can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else.).
- ii) Physical harmful behaviour, such as kicking, hitting, pushing or other forms of physically abusive behaviour.

The behaviour constitutes bullying if:

- It is repetitive, wilful or persistent
- It is intentionally harmful, carried out by an individual or group
- There is an imbalance of power leaving the person who is bullied feeling defenceless.

Types of bullying

There are many types of bullying including, but not exclusively:

- Racist – racial taunts, graffiti, gestures
- Sexual – unwanted physical contact or abusive comments
- Homophobic – any hostile or offensive action against lesbians, gay males, bisexuals or trans-people or those perceived to be lesbian, gay, bisexual or questioning
- Abuse of the vulnerable – for example, individuals with physical disabilities, those on the autistic spectrum, gifted and talented individuals, those with special educational needs or pupils in care, those with family circumstances different to those seen as conventional or those prominent physical characteristics.

Anti-Bullying Policy

Definition of prejudice behaviour

CWP accepts its responsibility to ensure that all its users, staff, volunteers and learners feel safe, secure and free from negative or prejudice language or behaviour, especially those who fall into a protected characteristic. These are:

- Race
- Gender and gender variance
- Disability
- Religion and belief
- Sexual orientation

To whom this policy applies

This policy applies to all CWP participants, staff, volunteers, learners and visitors and addresses learner to learner, adult to learner, learner to adult and adult to adult bullying or prejudice behaviour.

The policy applies to all incidents and reports of bullying and prejudice at CWP.

We recognise that bullying and prejudice can occur anywhere. Where incidents are reported by learners concerning home we will follow our safeguarding procedures as necessary. Where there are reported incidents of cyberbullying or prejudice, involving and perpetrated by any of our learners, staff or volunteers, we will respond in accordance with the aims and objectives of this policy.

The provisions of this policy will be applicable in relation to behaviour outside CWP on CWP business (for example trips, social events, work experience etc), and also where there is a clear link between the behaviour and the maintaining of good order within CWP. In appropriate circumstances, the provisions of the policy will also extend to cover the conduct of learners when they are not on CWP premises and not under the control or supervision of a member of staff.

All adults within CWP have a responsibility to act under the duty of care. The essence of that duty is to take reasonable steps to protect the welfare, health and safety of learners and centre users and to act with reasonable skill and care.

Responding to Bullying or Prejudice Behaviour

(a) Procedures for reporting bullying or prejudice behaviour

Complaint forms are available to all learners from all staff, and support is offered to all individuals wishing to complete one should they have any concerns or worries for themselves or others, these should then be handed to the appropriate person for discussion at debrief

Staff complete an 'Incident Log' should they have any concerns or worries for any individual within CWP. The Safeguarding Lead (SL) will monitor the incident log on a regular basis, never longer than a week.

Should a parent wish to report bullying or prejudice behaviour they should contact CWP by either telephone or email. The information would then be recorded and discussed at debrief

(b) Procedures for dealing with incidents including follow-up

Anti-Bullying Policy

Laura Webster is CWP designated member of staff and has the role of Safeguarding Lead (SL) which includes the role of Anti-Bullying coordinator, within CWP.

All reports of bullying or prejudice are discussed at debrief at the start of each day and logged.

The SL is then responsible for tracking back to see if the same individuals have been involved in an incident before and which stage the individual who has been displaying bullying or prejudice behaviours is at, and what consequence is to be given.

The SL contacts, the referral agency/parents or carers of the individual who has been displaying bullying or prejudice behaviour.

(c) Procedures for recording bullying and prejudice behaviour

The SL logs all incidents of bullying and prejudice and the action taken for each said. All incidents are reported at debrief which is attended by all staff present that day, this includes the Centre Manager (CM). The incident is then discussed and an appropriate consequence is agreed upon.

(d) Procedures for dealing with complaints

Any complaint with regard to bullying or prejudice behaviour will be discussed in line with this policy and the appropriate action taken.

(e) Support for learners, referral agencies/parents, staff during and immediately after incidents

Individuals involved in reporting bullying or prejudice behaviour are to be offered support from the member of staff who helps them to complete Complaint Sheet.

Referral agencies/Parents involved in reporting bullying or prejudice behaviour are to be offered support from the SL should it be required.

Staff involved in reporting bullying or prejudice behaviour are involved in the discussion at debrief and can discuss matters further with the SL or CM.

(f) Range of actions that may be applied

Each incident will be dealt with on an individual basis which will be discussed at debrief.

The Referral agency/parents or carers of learners who have displayed bullying or prejudice behaviour will be contacted either by letter/email or phone call.

The consequences of most incidents of bullying or prejudice will follow the procedures as laid down in the Disciplinary procedures of the Learners handbook.

Intervention Strategies

There are many ways learners involved in bullying or prejudice incidents can be supported by CWP and these include activities and projects within the centre.

Some learners will need more support than others and CWP will judge whether that support can be offered by us or whether other professional expertise is needed.

Intervention strategies may include:

- Professionals working with the young people involved
- Restorative approaches

Preventative Measures

CWP tries to embed a philosophy of respect and rapport building to help prevent incidents of bullying or prejudice. We teach learners about bullying and prejudice through our activities and raising awareness events such as Anti-Bullying fortnight.

CWP Anti Bullying Policy

Sept 2021

Owner: Steve Egan

Review Date: Aug 2022

Anti-Bullying Policy

We ensure that we have a safe and secure environment through the deployment of staff and high staff to learners ratios. Learners are reminded that they may report incidents of bullying or prejudice to any member of staff and that it is dealt with in an appropriate manner in line with this policy. We recognise that occasionally incidents do occur. When they do, we strive to deal with them quickly and effectively and in a positive manner.

Staff Training

The SL shall attend Anti-bullying and Safeguarding courses when they arise and implement actions within CWP accordingly.

Implementation of the Policy

The CEO will have responsibility for ensuring that this policy is carried out. The Trustees will take responsibility for ensuring that the policy is reviewed on a regular (annual basis) and will monitor incidents of bullying and prejudice.

This policy should be read and implemented alongside Behaviour Policy and the Safeguarding Policy.

The policy will be brought to the attention of staff through Induction and staff meetings. Learners will be reminded throughout their involvement at CWP. We will also raise awareness through specific events.

This policy will be made available to any Referral agency/parent/carer upon request.

Monitoring

The CM and SL will take responsibility for:

- Monitoring the number and types of bullying and prejudice incidents.
- Checking recording and reporting procedures are being applied consistently.
- Canvassing opinions amongst service users as to the effectiveness of the policy.

Evaluating the Policy

This policy will be reviewed annually by the CEO, Trustees and Staff.

The effectiveness of the policy will be measured through the number of reported incidents.