



BULLYING POLICY

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Signature of person responsible:	
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Role of signatory:	MANAGER



POLICY STATEMENT

KEF is committed to create a safe and secure environment where children and young adults can develop socially and emotionally, free from fear, humiliation, oppression and abuse.

At KEF, we foster an atmosphere based on mutual respect and trust, consideration and friendship, in which service users can feel safe. Bullying is not tolerated under any circumstances. However, we also recognise that it can occur in any school, college or organisation, and that KEF is no less vulnerable.

This policy sets out the measure to prevent bullying, to identify it when it does occur and how to intervene with the bully and the bullied.

DEFINITION OF BULLYING

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms and is often motivated by prejudice against particular groups, for example on grounds of age, disability, gender reassignment, race, religion or beliefs, sex, sexual orientation, or because a child is adopted or in foster care. It might be motivated by actual differences between children, or perceived differences. Stopping violence and ensuring immediate physical safety is the first priority.

Bullying is also is a deliberate misuse of power or influence. It is intimidation, often repeated, of a victim by a more powerful person. Where the intention may not be to deliberately cause hurt it can still be considered as bullying if the victim perceives it as so. Sometimes bullying can be one off, but is often the repetition of low-level actions that may be seen by staff as banter that causes the lasting damage. All staff and service users should be alert to forms of bullying.

TYPES OF BULLYING

Physical – This includes hitting and kick etc. It is still bullying even if no injury is caused.

Verbal – For example name calling, racist or sexist remark or remarks mocking a disability. Verbal includes both spoken and written communication.

Non-verbal – Gestures can be very powerful and can be repeated over time.

Indirect – Service users might spread rumours or seek to isolate someone by putting pressure on their friend

Cyber-bullying - The rapid development of and widespread access to technology has



provided a new medium for 'virtual' bullying, which can occur in or outside KEF. Cyber-bullying is a different form of bullying and can happen at all times of the day, with a potentially bigger audience, and more accessories as people forward on content at a click.

PROCESS:

Identification

KEF's response to bullying does not start at the point at which a child or young adult has been bullied. Staff/volunteers will proactively gather intelligence about issues between service users, which might provoke conflict and develop strategies to prevent bullying occurring in the first place.

Prevention

KEF will tackle bullying by creating an ethos of good behaviour where service users are encouraged to treat one another and staff /volunteers with respect. Values of respect for staff and other service users permeate the whole KEF environment and are reinforced by staff/volunteers who should set a good example to the rest.

Intervention

KEF should apply disciplinary measures to service users who intentionally bully in order to show clearly that their behaviour is wrong. Disciplinary measures must be applied fairly, consistently, and reasonably taking account of any special educational needs or disabilities that the service users may have and taking into account the needs of vulnerable children or young adults. It is also important to consider the motivations behind bullying behaviour and whether it reveals any concerns for the safety of the perpetrator.

IMPLEMENTATION

In order to implement this policy KEF will:

- Involve parents/cares to ensure that they are clear that KEF does not tolerate bullying and are aware of the procedures to follow if they believe that their child is being bullied. Parents need to feel confident that KEF will take any complaint about bullying seriously and resolve the issue in a way that protects the service users. It is important that parents/carers are kept fully informed of what KEF does to prevent and deal with bullying as an organisation and when individual cases arise.
- Ensure that all service users understand KEF's approach, and are clear about the part they can play to prevent bullying, including when they find themselves as bystanders.
- Regularly evaluate and update its approach to take account of developments in technology.
- Implement disciplinary sanctions. The consequences of bullying will reflect the seriousness of the incident so that others see that bullying is unacceptable.
- Openly discuss differences between people that could motivate bullying, such as disability, race, sex or sexuality. Some service users will have different home situations



(e.g. in foster care) and KEF will also teach service users that using any prejudice based language is unacceptable.

- KEF provide effective staff training. Anti-bullying policies are most effective when all staff understand the principles and purpose of the policy, its legal responsibilities regarding bullying, how to resolve problems, and where to seek support.
- KEF will ensure to work with the wider community such as the police and children's services where bullying is particularly serious or persistent and where a criminal offence may have been committed.
- KEF will endeavour to make it easy for service users to report bullying so that they are assured that they will be listened to and incidents acted on.
- KEF will create an inclusive and safe environment where service users can openly discuss the cause of their bullying, without fear of further bullying or discrimination.

ANTI-BULLYING POLICY PROTOCOLS

STAFF MEMBER BULLIES A PARTICIPANT

Any suspicion of bullying by a staff member to a participant must be reported immediately to the DSP, who will implement guidelines in the Child Protection and Safe Guarding Policy.

PARTICIPANT BULLIES ANOTHER PARTICIPANT

1. Participants to be separated immediately
2. Incident reported to DSP
3. DSP interviews victim and perpetrator as well as their allocated staff member
4. DSP determines whether isolated or recurring incident
5. Victim offered necessary support and reassurance
6. Perpetrator to face appropriate consequences (refer to PBSP if available).
7. Where incident is a recurring problem and every strategy implemented to prevent further bullying has failed, the camp management reserves the right as a last resort to send the participant home from the residential scheme.

PARTICIPANT BULLIES STAFF MEMBER

1. Incident reported to DSP
2. DSP interviews victim and perpetrator to determine whether a bullying offence has occurred



3. DSP determines whether isolated or recurring incident
4. Victim staff member offered necessary support and reassurance
5. Perpetrator to face appropriate consequences (refer to PBSP if available).
6. If perpetrator is the victim's assigned camper, and there is a risk that bullying will continue, the DSP may reassign the participant to another staff member.
7. Where incident is a recurring problem and every strategy implemented to prevent further bullying has failed and there is no viable alternative, the camp management reserves the right as a last resort to send the participant home from the residential scheme.

STAFF MEMBER BULLIES ANOTHER STAFF MEMBER

1. Incident(s) must be reported to Senior Staff member
2. Senior Staff to interview both parties to establish whether bullying has taken place
3. Every effort should be made to reconcile the two parties
4. In the unlikely event that this fails, and that there is a risk that the victim may be subjected to further bullying, or if it has been determined that the perpetrator has repeatedly bullied the victim and/or other staff members and/or campers, the camp management reserves the right to send the accused staff member home.

RESPONSIBILITY

The Trustees are responsible for the strategic management of organisation.

The Programme Coordinators are responsible for the operational management and for ensuring that systems are in place to prevent bullying and manage it when it occurs. All managers and programme coordinators are responsible for promoting a culture that does not tolerate bullying and ensuring that their staff/volunteers challenge bullying. They are responsible for communicating with parents/carers as necessary.

The Safeguarding Office is responsible for monitoring compliance with this policy and taking action when bullying needs external safeguarding reports.

All staff are responsible for promoting anti bullying and challenging it when it arises.

STAFF DEVELOPMENT

All staff will be inducted into the contents of this Policy.