



ANTI-BULLYING POLICY

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Signature of person responsible:	M. Wittenberg
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Role of signatory:	Manager



POLICY STATEMENT

KEF KIDS 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 KIDS, 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 recognise that it can occur in any school, college or organisation, including KEF KIDS.

This policy sets out the measures in place to prevent bullying, to identify it when it does occur and how to intervene and manage both the perpetrator and the victim.

DEFINITION OF BULLYING

The definition of 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 the 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 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 an isolated occurrence, but it is often the repetition of low-level actions that might 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, kicking, slapping etc. These actions are considered bullying even if no lasting injury is caused.
- **Verbal** – Including name calling, racist or sexist remarks 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 KIDS. 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. With the increase of online provisions due to Covid-19, staff and caregivers must be ever vigilant to this form of bullying.



PROCESS:

Identification

KEF KIDS's response to bullying does not start at the point at which a child or young adult becomes the target of a bully. Staff/volunteers will proactively gather intelligence about potential friction between service users which might provoke conflict.

Prevention

KEF KIDS 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 KIDS environment and are reinforced by staff/volunteers who should set a good example to the rest. In addition, should staff become aware via their research of potential for conflict between service users, staff will develop strategies to prevent bullying occurring in the first place.

Intervention

KEF KIDS will apply disciplinary measures to service users who intentionally bully in order to show clearly that their behaviour is wrong. Disciplinary measures are to be applied fairly, consistently, and reasonably taking account of any special educational needs or disabilities or vulnerabilities that the service users may have. Staff will also carefully 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 KIDS will:

- Involve parents/carers, clarifying that KEF KIDS does not tolerate bullying and ensuring parents/carers are aware of the procedures to follow if they believe that their child is being bullied. Parents/carers should feel confident that KEF KIDS will take any complaint about bullying seriously and resolve the issue in a way that protects its service users.
- Keep parents/carers fully informed of its prevention tactics as well as the process for addressing bullying as an organisation and specifically when individual cases occur.
- Ensure that all service users understand KEF KIDS's approach, and are clear about the part they can play to prevent bullying, including when they observe bullying from the side-lines.
- Regularly evaluate and update its approach to take account of developments in technology and the programmes that KEF KIDS offers.
- Implement disciplinary sanctions. The consequences of bullying will reflect the seriousness of the incident so that both the bully and 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 KIDS will emphasise a non-judgemental atmosphere.
- provide effective staff training. Anti-bullying policies are most effective when all staff understand the principles and purpose of the policy, the



organisation's legal responsibilities regarding bullying, how to resolve problems, and where to seek support.

- ensure to contact police and/or children's services where bullying is particularly serious or persistent and where a criminal offence may have been committed.
- Facilitate a confidential and straightforward system for staff and service users to report bullying, ensuring that they feel assured that they will be listened to and incidents acted on.
- create an inclusive and safe environment where service users have the opportunity to openly discuss the cause of their bullying, without fear of further bullying or discrimination.

ANTI-BULLYING POLICY PROTOCOLS

There are different bullying combinations within the context of KEF KIDS

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 Safeguarding 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 assigned staff member/s
4. DSP determines whether this is an isolated or recurring incident
5. Victim offered necessary support and reassurance
6. Perpetrator to face appropriate consequences (refer to PBSP if available).
7. Where the incident is a recurring problem and every strategy implemented to prevent further bullying has failed, KEF KIDS reserves the right as a last resort to suspend the perpetrator from KEF KIDS as appropriate.

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 this is an 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, KEF KIDS reserves the right as a last resort to suspend the perpetrator from KEF KIDS as appropriate.

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 reconciliation 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, KEF KIDS reserves the right as a last resort to suspend the perpetrator from KEF KIDS as appropriate.

LINE OF RESPONSIBILITY

The Programme Coordinators are responsible for 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.

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

The DSP (Designated Safeguarding Persons) are responsible for monitoring compliance with this policy, supporting staff and Programme Coordinators, and taking action when bullying needs external safeguarding reports.

The Trustees are responsible for the strategic management of the organisation, and the designated Trustee for Safeguarding will support the DSP as appropriate

STAFF DEVELOPMENT

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