

ANTI-BULLYING POLICY

Guidance for Staff

- Staff must be aware of the policy on bullying
- All staff must challenge any bullying behaviour, including anti-racist, anti-sexist and homophobic behaviour
- Staff must be aware that verbal behaviour can be intimidating
- All staff must be diligent in reporting incidents – even apparent one-offs
- Incidents must be dealt with and seen to be dealt with
- When investigating an incident of apparent bullying, staff must be aware that this may not be the underlying cause of this incident.
- Separately, Students must each be given the opportunity to present their version of events.
- Tutors need to be aware of whether the bullying is by an individual or a group of Students
- A note must be made in the incident log book of any incident observed.
- Staff must not walk past any incident and leave it unchallenged.
- Follow agreed procedures for dealing with bullying incidents.
- All Tutors and other training centre staff need to discuss the implementations of the anti-bullying policy annually.

Bullying – Possible signs

Parents/Carers and families are often the first to detect that a problem exists. Don't dismiss it. Contact Toni Rowlands or Kimberly Rowlands at BDS Training immediately if you are worried. Your child may indicate signs or behaviours that he or she is being bullied. If you are concerned and become aware of any of the following, you may wish to contact the Training Centre.

Your child may:

- Be frightened of walking to or from the BDS Training centre
- Be unwilling to go to BDS
- Beg you to drive them to BDS
- Change their route to BDS
- Refuse to get in the Taxi to BDS
- Come home early From BDS.
- Become stressed, stop eating.
- Have unexplained bruises, scratches and cuts
- Have their possessions go 'missing'
- Ask for money or begin stealing money (to pay the bully)
- Continually lose their money
- Refuse to say what is wrong.

Talk with Toni Rowlands about bullying:

Try and stay calm – bear in mind that they or their staff may have no idea that your child is being bullied or they may have heard conflicting accounts of an incident.

Be as specific as possible about what your child says has happened – give dates, places and names of the other Students involved.

Make a note of what action BDS Training intends to take.

Ask if there is anything you can do to help your child or BDS Training

Stay in touch with the Toni Rowlands or Kimberly Rowlands at BDS Training; let them know if things improve or if problems continue.

Anti-Bullying

Parental / Guidance

"Bullying has been around since time began. It equips kids to deal with life. Why do we need advice to deal with it?" Fortunately, the attitude of this person is not shared by the majority of adults. In fact most adults, especially parents and carers, are concerned to stop bullying and want practical ideas on how to cope and deal with it. Children/ young adults who see their peers being bullied have a hard time concentrating on learning.

No child deserves to be bullied. As well as dealing with the victims of bullying we also have a responsibility to help the bullies – we do bullies no favours by ignoring their behaviour. Our aim is to change the attitudes which allow bullying and to actively seek ways of stopping bullying.

How parents can help

- If your child is experiencing bullying then reassure her/him that s/he has done the right thing in telling you about the bullying
- Explain to your child that should any further incidents occur s/he should report them to a Tutor immediately
- If you are worried that your child is being bullied ask her/him directly
- Take bullying seriously and find out the facts when told about an incident of bullying
- Don't agree to keep the bullying a secret
- Give your child a chance to vent her/his feelings about being bullied
- Check that you child is not inviting the bullying by saying things which may upset others
- Keep a written diary of all events
- Talk with a Director or Manager if it is an issue at the BDS Training centre.

If you are not satisfied

Families who feel that their concerns are not being addressed appropriately by the Directors at the BDS Training Centre, might like to consider the following steps:

- Make an appointment to discuss the matter with the main point of contact at their school or BDS Training and keep a record of the meeting
- If this does not help, write to the Head teacher explaining your concerns and what you would like to see happening
- Contact local or national parent support groups for advice

If your child is a bully

First of all discourage your child from using bullying behaviour at home or elsewhere. Show them how to resolve difficult situations without using violence or aggression.

Sometimes children/Young adults bully others because:

- They do not know that it is wrong
- They are copying older brothers or sisters or other people in the family whom they admire
- They have not learnt other, better ways of mixing with their peers
- Their friends encourage them to bully
- They are going through a difficult time and are acting out their aggressive feelings

To stop your child from bullying others:

- Talk with your child; explain that what s/he is doing is unacceptable and makes other children/young adults unhappy, explain how this will make them feel

Date of this review: 05.01.2022

Signed: **T. Rowlands**

Position: Director

ANTI – BULLYING CONTRACT

At BDS Training, we acknowledge that no learning environment is free of bullying. We as a Training Centre will strive to create an environment that is happy and supportive of all our students and staff.

In order to have the full commitment of every member of our community for our anti-bullying policy we will ask everyone to sign this contract. This will help to ensure that bullying is kept to a minimum, if not eradicated altogether.

Students promise to:

Support the aims of BDS Training by reporting all incidents of bullying whether directed towards you or someone else.

Parents / Carers undertake to:

Support the aims of BDS Training by watching for signs of bullying and communicate these to the Directors or General Manager.

Directors/General Manager undertake to:

Investigate all reported or observed incidents and take the appropriate actions.

Students Name: _____

Students Signature: _____

Date: _____

General Manager Name: _____

General Manager's signature: _____

Date: _____

GUIDELINES ON DEALING WITH BULLYING

1. DEFINITIONS AND GENERAL COMMENTS

Bullying is intimidation, whether verbal or physical, which causes physical, mental or emotional distress to a victim who is not able to defend himself/herself.

Bullying exists in all Learning environments to a greater or lesser degree and is one of students/young adult's main concerns.

Males are more likely to use physical bullying and females' verbal. Studies show that most bullies and victims have low self-confidence and self-esteem.

Bullying is to be taken seriously

2. PREVENTATIVE MEASURES

The following preventative measures are recommended to Learning Environments:

- a) The Directors, General Manager and Tutors should emphasize each child's individual value in life and in BDS Training
- b) The staff should create an atmosphere of concern and trust so that children feel they can share problems and worries with staff.
- c) The Directors, General Manager should address the issue early in the academic year in an induction assembly of students

. The following should be included:

- i. Make it clear that bullying is not acceptable behaviour and will not be tolerated in the BDS Training Centre.
 - ii. Encourage the students to report incidents of bullying as soon as possible after they happen. Emphasize that this is responsible behaviour and not "telling tales" or "Grassing"
 - iii. Teach the students to feel responsible for each other's safety. Help them to grasp the principle that there are no bystanders in bullying.
- d) The General manager and tutors should ensure adequate supervision of the students at all times. If some areas of the centre cannot be supervised at all times, spot-checks are helpful.
 - e) All staff should be aware of the effects of "Tutors-bullying". All students should be treated with a level of respect. No one should humiliate a child by making jokes at his/her expense.

3. SIGNS OF BULLYING

Staff should also watch for signs that a child is being bullied. These include:

- a) Fear of walking to or from BDS Training
- b) Deterioration in school work
- c) A child becoming withdrawn or starting to stammer
- d) Unexplained bruises, scratches, cuts, etc.
- e) Unexplained loss of possessions or money

- f) Unexplained damage to a child's property or clothes
- g) A child refusing to say what is wrong or giving improbable excuses to explain any of the above.

4. DEALING WITH BULLYING INCIDENTS

In the case of a bullying incident staff are advised to deal with the situation as follows:

- a) If the bully is caught in the act, remove the victim from the scene as quickly as possible and tell the bully that he/she will be dealt with later. Don't be aggressive and don't intervene physically unless absolutely necessary.
- b) If a victim "tells" take it seriously and assure him/her that the matter will be dealt with swiftly. Ask for a written report (child's age permitting).

In both cases the following procedure should be implemented:

- a) Take the matter to the Directors or General manager who should deal with it as soon as possible. Early intervention is important: failure to deal with the bully promotes further aggression.
- b) The parents of both victim and bully should be involved. Invite them to attend any interviews with their child. If this is not possible inform them of all discussion and decisions.
- c) The victim and the bully should be interviewed separately and then together.
- d) A record of all incidents and subsequent actions taken must be kept.

5. HOW TO DEAL WITH THE BULLY: SUGGESTIONS

- a) Help the bully to understand that his/her behaviour is not acceptable.
- b) Make the bully aware of the distress caused to the victim.
- c) Explore reasons for the bullying and ways to help the bully control his/her aggression. Help to find something he/she can do well which can foster his/her self-esteem. If the problem is deep-seated, outside help from a child psychologist may be required.
- d) Punish the bully, record the punishment and show the bully it has been recorded. Punishments should not involve aggression or humiliation.
- e) The bully should make amends for the distress caused i.e. an apology (public, private or in writing) a gift or special favour to the victim (any such contact should be with the victim's permission).
- f) An identified bully should be supervised very closely.

6. GUIDANCE FOR VICTIM

If you are being bullied try to respond in at least one of these ways:

- a) You will be upset and bullies like to see this so try not to show them that you are.
- b) Try not to react too much to the bully at the time, but make sure you can tell someone as soon as possible.
- c) Walk away quickly and confidently even if you do not feel that way inside.
- d) Try to be assertive – look and sound confident.
- e) If you are different in any way, be proud of it – it's good to be you (special).
- f) Avoid being alone in places where bullying happens.
- g) If you are in danger get away fast.
- h) You must tell a Tutor if someone bullies you or makes your life unhappy.
- i) If possible try to avoid the bully.
- j) Try not to retaliate.

7. SUPPORT FOR BULLIES AND VICTIMS

- a) It should be made clear to everyone that they have the right to attend BDS Training without fear of being bullied.
- b) Pupils who take pride in their 'macho' image must be made to confront the reason for their bullying behaviour.
- c) There should be regular meetings where bullies and victims may meet separately or together to work through their problems with staff (within the circle-time group setting perhaps).
- d) Clear and explicit rules and corresponding courses of action must be agreed upon by all staff, Students and parent representatives. Tutors to meet and discuss agreed procedures.
- e) Constructive supervision – having a chat to pupils while on duty, etc. can help the victims and the bully.

8. HOW TO HELP THE VICTIM: SUGGESTIONS

- a) If a child reports an incident, never brush it aside. Take all reports seriously.
- b) Help the victim to see that what has happened is not his/her fault and he/she is not to blame. (Victims often feel that they are in some way responsible or that there is something wrong with them).

PUBLICATIONS:

- Elliott, Michele, Teenscape: A Personal Safety Programme for Teenagers (1990).
- Elliott, Michele, Keeping Safe: A Practical guide to Talking with Children (1988).
- Other material, including the free 20 page leaflet Stop Bullying is available from Kidscape,
World Trade Centre, Europe House, LONDON E1 9AA.