

## Anti-bullying policy

Approved: 27 Feb 2019

Reviewed: 2 Sept 2019

Review due: 2 Sept 2020

### Purpose

YMCA East Surrey Children's Services adopt a zero tolerance approach towards bullying. We believe that everyone should be treated respectfully and with dignity, and we recognise that any form of bullying or harassment, whether intentional or not, is unacceptable and will be dealt with appropriately. We are all responsible for challenging all types of bullying or harassing behaviours.

### Responsibilities and monitoring

Monitor: Head of Children's Services  
Approve: Board of Management  
Endorse: Children's Services Committee  
Propose: CEO  
Draft and review: Children's Services Development Manager

### Policy and procedure

Staff establish clear boundaries in line with the children's level of understanding and ensure that all children are aware of the setting rules, routines and procedures, through posters, circle time and staff reinforcement.

YMCA East Surrey will:

- ▶ Offer staff appropriate training and support
- ▶ Promote positive behaviour
- ▶ Ensure that unacceptable behaviour such as bullying or name calling will be dealt with accordingly and in a timely manner
- ▶ Notify parents/carers of any incidents and document accordingly

The day-to-day responsibility for dealing with bullying is that of the senior staff member/coordinator in charge of each setting, however the overall responsibility is that of the Head of Children's Services.

All staff engaged in activities run by YMCA East Surrey Children's Services will be aware of their individual responsibility towards anti-bullying through training and the staff guidelines (see Bullying and harassment policy). Staff will reinforce and model positive behaviour.

Where appropriate staff will consult children about rules, helping them to understand the effects of bullying on themselves and others, and staff will help children to find a positive solution to bullying and acknowledge thoughts and feelings associated with bullying.

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Should a child bully other children, staff will withdraw them from the situation by distracting or re-directing the child's attention. Parents/carers will be notified, as soon as appropriate to do so, and the child will be given a verbal warning. Should bullying persist, the child will be excluded for an agreed period of time. This course of action will be agreed by the Head of Children's Services and the child's parent/carer.

YMCA East Surrey Children's Services believes that under no circumstances should physical punishment be used (see Behaviour management policy).