



Anti-bullying policy

Poppleton Road Out Of School Club will provide a supportive, caring and safe environment in which all children, staff and parents are free from the fear of being bullied. Bullying of any form is not tolerated in our club, whether carried out by a child or an adult. Staff, children and parents or carers will be made aware of the Club's position on bullying. Bullying behaviour is unacceptable in any form.

Any child who is a victim of bullying will be dealt with in a sympathetic manner. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff informed, and then discussed with the manager. A clear account of the incident will be recorded in the incident book. All staff will be informed so that close monitoring of the victim and bully can begin. Parents of both parties will be informed.

If a member of staff or parent feels that they are the victim of bullying they will be listened to and a record will be made of the incidents. The staff member/parent should speak to the manager in the first instance, or if this is not appropriate, they should approach the management committee; their details can be found on the staff contact sheet and on the parent notice board. The matter will then be dealt with in the appropriate manner, following the disciplinary procedure.

Bullying is defined as the **repeated** harassment of others through emotional, physical, psychological or verbal abuse.

Physical: Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any sort of violence against another person.

Psychological: Behaviour likely to create a sense of fear or anxiety in another person.

Emotional: Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, making another person feel 'left out' of a game or activity, passing notes about others or making fun of another person.



Verbal: Name-calling, put-downs, ridiculing or using words to attack, threaten or insult. For example, spreading rumours or making fun of another person's appearance.

Racial harassment can take any of the forms of bullying listed above but is motivated by the victim's colour, race, nationality, or ethnic or national origins. Incidents of racial harassment will be recorded as such in the incident book.

Preventing bullying behaviour

Staff at Poppleton Road Out Of School Club will foster an anti-bullying culture in the following ways:

- Encouraging caring and nurturing behaviour
- Discussing friendships and encouraging paired, group and team play
- Encouraging children to report bullying without fear
- Discussing the issues surrounding bullying with the children, including why bullying behaviour will not be tolerated
- Exploring the consequences of bullying behaviour with the children.

Responding to bullying behaviour

Poppleton Road Out Of School Club acknowledges that despite all efforts to prevent it, bullying behaviour is likely to occur on occasion.

Should such incidents occur, the Club will follow the procedure outlined below:

- We will address all incidents of bullying thoroughly and sensitively.
- Victims of bullying will be offered the immediate opportunity to discuss the matter with a member of staff who will reassure the child and offer support.
- They will be reassured that what they say will be taken seriously and handled sympathetically.
- Staff will support the individual who has been bullied, keeping them under close supervision, and checking their welfare regularly.



- If another child witnesses bullying and reports this, staff will reassure them that they have done the right thing.
- If a member of staff witnesses an act of bullying, involving children or adults at the club, they will inform the manager.
- Children who have bullied will be helped by discussing what has happened, establishing why the child became involved. Staff will help the child to understand why this form of behaviour is unacceptable and will encourage him/her to change their behaviour. If bullying behaviour persists, more serious actions may have to be taken, as laid out in the Exclusions policy. All incidents of bullying will be reported to the manager and will be recorded in the incident book.
- The manager and other relevant staff will review the Club's procedures in respect of bullying, to ensure that practices are relevant and effective.

This policy was adopted at a meeting of	Poppleton Road OOSC
Held in:	Nov 2023
To be reviewed in:	Nov 2024
Signed on behalf of the setting:	
Name of Signatory:	
Role of Signatory:	Manager Deputy Manager