



Anti-Bullying Policy

1. Statement of Philosophy

Lavington Pre-school believes that bullying of any kind is unacceptable. Lavington Pre-school is committed to providing a safe, caring and friendly environment for all involved with the pre-school.

2. Definition of Bullying

Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.

Types of bullying:

Emotional	Unfriendly, excluding, tormenting
Physical	Pushing, kicking, hitting, punching or any use of violence
Racist	Racist taunts, gestures, graffiti
Sexual	Unwanted physical contact or sexually abusive comments
Homophobic	Focussing on the issue of sexually abusive comments
Verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber	Internet, mobile phones

3. Policy Objectives

The object of this policy is:

- To ensure that all staff, committee members, children, parents and volunteers know what the Pre-school policy is on bullying and what they should do if bullying arises.
- To ensure that all staff, committee members, children, parents and volunteers have an understanding of what bullying is.
- To set out a co-ordinated approach to preventing and tackling bullying at Pre-school.

4. Preventative strategies

The room layout prevents hidden bullying. The children are constantly supervised by a member of staff. There is no access for children to mobile phones or to the internet. Staff mobile phones are kept in the office and are not permitted to be taken into the session. We require all who come into contact with the children to provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy. There is a child friendly set of "Golden Rules" version of the Anti-Bullying Policy which is discussed and decided with the children and is on display at all times.

5. Support through the curriculum

- Acknowledge considerate behaviour such as kindness and willingness to share.
- Helping children to understand the outcomes of their actions.

- Discussing emotions and feelings in groups and on a one to one basis.
- Child friendly literature is available at all times.

6. Support for vulnerable groups

Support for a child

- The child's keyperson is aware of their vulnerabilities and will help the child to gain confidence in these areas
- We ensure inclusive practise.

Support for adults

- The staff are made aware of the support available to them by the Manager or Chair person.
- There is a Staff Code of Conduct on display
- There is a twice yearly appraisal where personal issues can be raised.

7. Roles

Committee

- Implementing the Anti-Bullying Policy and ensure it is kept in line with current guidance.
- Offer guidance and support for all staff members
- Ensure staff have appropriate training
- Oversee any possible bullying incidents

Staff and Volunteers

- Staff must adhere to the current Anti-Bullying Policy and follow the recommended procedures.
- Staff must be vigilant to the signs of bullying.
- Gain appropriate training.
- To lead by example.

Children

- The role of the child must be age appropriate.
- The child's role is to adhere to the Golden Rules.

8. Procedures

The following procedures must be adhered to if a child bullies another child or children:

- We show the children who have been bullied that we are able to listen to their concerns and act upon them.
- We intervene to stop the child who is bullying from harming other children.
- We explain to the child doing the bullying why his/her behaviour is not acceptable.
- We give reassurance to the child or children who have been bullied.
- We help the child who had done the bullying to recognise the impact of their actions.
- We make sure that children who bully receive feedback for considerate behaviour and are given opportunities to practise and reflect on considerate behaviour.
- We do not label children who bully as "bullies".

- We recognise that children who bully may be experiencing bullying themselves, or be subject to abuse or other circumstances causing them to express their anger in negative ways towards others.
- We recognise that children who bully are often unable to empathise with others and for this reason we do not insist that they say sorry unless it is clear that they feel genuine remorse for what they have done. Empty apologies are just as hurtful to the bullied as the original behaviour.
- We discuss what has happened with the parents of the child who did the bullying and work out with them a plan for handling the child's behaviour.
- We share what has happened with the parents of the child who has been bullied, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaviour.
- Records of the incidences, meetings and an action plan will be made by the Manager and shared with the appropriate parties.

The following procedures must be adhered to if an adult bullies another adult:

- Any incident of bullying by an adult should be reported to the Manager unless the Manager is the perpetrator, in which case it should be reported to the Chairperson.
- We will ensure confidentiality for all those involved.
- The accusation of bullying will be investigated by the Manager and a date will be set for the Manager to report their conclusions.
- The bullied adult will be asked to keep a diary of events.
- The Manager will meet with the person accused of bullying and explain that an accusation has been made. Any supporting evidence will be discussed. The person will be given the opportunity to defend themselves and/or explain any circumstances which may have given rise to this accusation. A review date will be set.
- Support will be available for both parties.
- Any case of bullying will be recorded along with subsequent meetings and any action taken.
- Should any further action be required the procedure within the 'Staff Grievance/Disciplinary Policy' will be followed.

The following procedures must be adhered to if an adult bullies a child or children:

- Any incidents of an adult bullying a child MUST be reported to the Manager or Chairperson immediately.
- The accusation of bullying will be investigated by the Manager or Chairperson and a date will be set for the Manager to report their conclusion.
- The Manager will meet with the person accused of bullying and explain that an accusation has been made. Any supporting evidence will be discussed. The person will be given the opportunity to defend themselves and/or explain any circumstances which may have given rise to this accusation. A review date will be set.
- Support will be available for both parties.
- Depending on the outcome of the investigation the child's parents will be informed and reassured that appropriate action will be taken.
- Any case of bullying will be recorded along with subsequent meetings and any action taken.
- Should any further action be required the procedure within the 'Staff Grievance/Disciplinary Policy' and the 'Safeguarding Children Policy' will be followed.

9. Reporting incidents

We build a sense of trust and openness between the staff, parents, committee and volunteers to enable individuals to share.

10. Outcomes

Children bullying children:

- The child's Keyperson with other members of staff and the child's parents would agree a plan of action.
- The children involved would not be left together unsupervised.
- Ensure all staff are fully briefed.
- If the problem continues, session times could be re-timetabled.
- In extreme cases the final sanction would be to expel the child doing the bullying.

Adults bullying children:

- Refer to 'Safeguarding Children Policy'

Adults bullying adults:

- All adults involved with the pre-school will be made aware that bullying will not be tolerated.
- Refer to 'Staff Grievances/Disciplinary Policy'

11. Further Information & Training

[Early years \(anti-bullyingalliance.org.uk\)](http://anti-bullyingalliance.org.uk)

[Top tips for early years providers \(1\).pdf \(anti-bullyingalliance.org.uk\)](#)

[Free CPD online training \(anti-bullyingalliance.org.uk\)](#)

12. Monitoring and Evaluation

The Manager and Chairperson are responsible for monitoring and evaluating the policy.

13. Reviewing the Anti-Bullying Policy

The Chairperson is responsible for overseeing the annual review.

The Lavington Pre-school Anti-Bullying Policy will be reviewed on:

Date: **Signed:**

Name: **Post:**

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