

Burgh After School Club



Anti Bullying Policy

Our club aims to ensure that all children in our care have fun in a safe and caring environment. It is the responsibility of the management committee and play team to do everything possible to protect the children from all forms of bullying. If bullying does occur, all children should feel able to tell an adult and know that incidents will be dealt with promptly and effectively.

Objectives of the policy

1. All staff, children and parents/carers should have an understanding of what bullying is.
2. All staff, children and parents/carers should know what the clubs policy is on bullying and follow it when bullying occurs and report it.
3. Bullying is taken seriously by the club and all children, parents/carers will be fully supported if bullying is reported or observed.
4. All children, parents/carers will be made aware of the clubs behaviour policy which includes bullying and will be required to accept it.
5. Bullying of any form will not be tolerated in the club.

Dealing with reports of bullying

1. The manager will listen carefully to the child who is being bullied and reassure them that they are safe and have done the right thing by telling someone.
2. If the bullying is not reported and is seen by staff, they will take the child aside and encourage them to open up and report what's been happening to them.
3. All reports of bullying will be treated seriously, the manager will try and get as much detail as possible from the child about the other children who are suspected of bullying, when it occurs and how often it has happened.
4. If the bullying is happening outwith the club the manager still has a responsibility to try and help the child.
5. A play worker will explain to the child that in order to help them they will need to inform the manager.
6. The manager will sit in with the play worker and the child and allow them to recount the story freely. The play worker will use open ended questions to try and get as much detail as possible, the manager will record what the child says.

Burgh After School Club

7. In circumstances where the manager is named, the play worker will contact the management committee. In circumstances that the play worker is named, the manager will be as discreet as possible and contact the management committee immediately.
8. If the bullying is happening out with the club, for instance at school, then the manager will inform the child's parent/carer and suggest they inform the relevant authorities.

Investigating reports of bullying in the club

1. The manager will investigate all reports of bullying in the club. If the manager is the one being accused, the management committee will conduct the investigation.
2. The manager will try to establish the facts surrounding the allegation. Both the victim and the child being accused will be treated equally and fairly and dealt with separately.
3. The manager will inform the child accused of bullying that a complaint has been made and give them the opportunity to respond.

Resolving the bullying

1. If the allegation is found to be true, then the manager will try to establish why the child is bullying and explain the hurt it causes their victim.
2. The manager will then remind the child of the clubs behaviour policy and explain that bullying will not be tolerated. The consequences of their behaviour continuing will also be explained.
3. The manager will then ask the child accused of bullying to make a genuine apology to their victim.
4. If possible the manager will try and reconcile both parties.
5. The parent/carer will be told in private and the play leader will explain what has been done to try and resolve the matter.
6. The parent/carer will be reminded of the clubs behaviour policy and will be asked to help us enforce it.
7. The manager and staff will monitor the situation to ensure that repeated bullying does not take place.
8. Excluding the bully from the club will be used as the last resort when all other actions have failed.