



## Anti-Bullying Policy

CSS Activities is committed to fostering a spirit of mutual trust between children, parents and staff and to creating and sustaining a friendly, supportive, safe, caring and structured environment in which children develop confidence and self-esteem and in which they show consideration for the dignity of others. We expect our children and their parents to treat members of staff with courtesy and cooperation. All children should care for and support each other.

CSS Activities recognises that bullying, victimisation and discrimination is wholly unacceptable in any form whether physical, verbal, mental or in the form of cyber bullying. All forms of racial, religious, cultural, sexual, sexist, homophobic, disabilities and cyber bullying are included in this.

CSS Activities prides itself on its respect and mutual tolerance. All children should care for and support each other and we also recognise that parents/guardians have an important role in supporting CSS Activities in maintaining high standards of behaviour. It is essential that childcare settings and homes have consistent expectations of behaviour and that they cooperate closely together. This policy is available to parents on our website. It is also communicated to all staff and children.

Any child or parent with concerns are advised to direct their concerns to the Site Manager. All such concerns will be taken most seriously and will be investigated straight away. CSS Activities recognises the seriousness of any behaviour which is threatening or harassing, particularly in causing psychological damage, and will always seek to protect the children and staff robustly from such behaviour. **Any kind of bullying is unacceptable.** We refer to bullying as persistent unkindness and follow a clear and transparent staged approach to Unkindness & Bullying (Appendix I: Unkindness & Bullying: What happens if you get it wrong').

## 1. Aims

As a business we aim to:

- Demonstrate that bullying will not be tolerated
- Take measures to prevent all forms of bullying in both on and off-site activities
- Support everyone in identifying and protecting those who might be bullied
- Demonstrate to all that the safety and happiness of children is enhanced by dealing positively with bullying
- Encourage children to tell someone if they or others are being bullied and make sure they know the part they can play to prevent bullying, including when they find themselves as bystanders

## 2. Principles

As a business we follow these guiding principles:

- Bullying is unacceptable
- Every member of the business can expect to be treated with respect, dignity and tolerance irrespective of their religious beliefs, sexuality, ethnic background, aptitude or disability
- Children are expected to treat others as they would wish to be treated themselves.
- Members of the business community have both an individual and collective obligation to report any incident of bullying whenever or wherever it might occur, and have a right to expect that appropriate action will be taken to prevent its repetition
- Those who bully should be aware that action will always be taken, though this may include help and guidance
- Victims will be entitled to appropriate support

## 3. Definition of Bullying

“Bullying may be defined as: *Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group, either physically or emotionally.*” (Guidance on Preventing and Tackling Bullying Advice for school leaders, staff and Governing Bodies (DfE)). At CSS Activities, we refer to repeated bullying as persistent unkindness.

Bullying is the intentional hurting, harming or humiliating of another person by physical (including any threats or use of violence of any kind), sexual, verbal (including email, social media and SMS or instant messages), and emotional means (by excluding, tormenting, upskirting, name calling, being sarcastic or spreading malicious rumours). It can involve manipulating a third party to tease or torment someone. It can involve complicity that

falls short of direct participation where someone encourages others to bully or joins in with laughing at a victim. Bullying is often hidden and subtle. It can also be intimidating.

Bullying may involve actions or comments that are racist, sexual, sexist or homophobic, which focus on religion, cultural or family background, disabilities, SENDs, other physical attributes (such as hair colour or body shape) or because a child is adopted or is a carer. It may also be unpleasant in other ways. Bullying may occur directly or through cyber-technology. Bullying can happen anywhere and at any time and can involve everyone – pupils, other young people, staff and parents.

Cyber bullying is defined as involving ‘the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others.’ (<http://www.cyberbullying.org>) Cyber-bullying is unacceptable and will not be tolerated. Cyber-bullying examples may include:

- Text, instant messages or call on mobile phones;
- The use of mobile phone camera images to cause distress, fear or humiliation including upskirting;
- Posting threatening, abusive, offensive or humiliating material or comments on websites (including blogs, personal websites and social networking sites such as Facebook, Instagram, Twitter or YouTube);
- Using email to message others in a threatening or abusive manner, or
- Hijacking/cloning email accounts.

Common features of bullying include deliberately hurtful behaviour which can be repeated over time. It is often difficult for the victim to defend him/herself.

Children who are being bullied often look unhappy or angry and will often try to move away from their aggressor.

A bullying incident is treated as a child protection concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm.

#### **4. Signs of bullying**

Changes in behaviour that may indicate that a child is being bullied include:

- Displays of excessive anxiety, becoming withdrawn or unusually quiet
- Books, bags and other belongings suddenly go missing or are damaged
- Change to established habits
- Diminished levels of self-confidence
- Frequent visits to the staff for medical treatment symptoms such as stomach pains, headaches etc
- Unexplained cuts and bruises

- Frequent absence, erratic attendance, late arrival
- Choosing the company of adults
- Displaying repressed body language and poor eye contact
- Difficulty in sleeping, experiencing nightmares etc
- Talking of suicide or running away

Although there may be other causes for some of the above symptoms, a repetition of, or a combination of these possible signs of bullying should be investigated by parents and staff and reported as appropriate.

## 5. The Business's Response to Bullying

At CSS, we always treat bullying, including allegations of bullying, very seriously. It conflicts sharply with the business's policy on equal opportunities, as well as with its social and moral principles. Bullying can be so serious that it causes psychological damage, eating disorders, self-harm and even suicide, and, whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment and threatening behaviour. No one deserves to be a victim of bullying: everybody has the right to be treated with respect. Children who are victims of bullying will be supported. We reserve the right to investigate incidents that take place outside business hours, on visits and trips and that occur in the vicinity of the provision, involving the children. Children who have engaged in bullying behaviour, be this on or off site, will be subject to appropriate disciplinary sanctions and will also, where possible, be supported in learning different ways of behaving.

## 6. Preventative Measures

It is the responsibility of the whole community, children and adults alike, to uphold the values of integrity, morality and concern for others. All members of CSS Activities have the right to remain free from bullying or the fear of bullying. We therefore take the following preventative measures in place in order to ensure that bullying does not become a problem which is associated with CSS Activities.

We have a strong and experienced pastoral team of staff who are trained in handling any incidents as an immediate priority, and are alert to possible signs of bullying. Our DSO gives support and guidance to other staff on handling and reporting incidents and on the follow-up work with both victims and bullies.

- **Families:** CSS families are made aware of the contents of the business's anti-bullying policy and are aware that they can download copies from the business's website.
- **New Staff Induction:** Upon induction, all new members of staff are given guidance on the business's anti-bullying policy and on how to react to allegations of

bullying in their induction at CSS Activities. They are required to read the business's policy as part of their induction programme.

- **Education:** We use appropriate games and activities to help our children better understand how to tell the difference for themselves between someone being silly, unkind, mean or a bully. Our CSS 'RESPECT' poster is discussed every morning during introductions to ensure kindness is the focus in all sessions.
- **Reporting:** All children who attend CSS are encouraged to tell a member of staff at once if they know, or suspect, that bullying is taking place in line with our policy on whistle-blowing.
- **Record Keeping:** All reported incidents are recorded and investigated at once. It is imperative that we have a clear picture of bullying incidents and concerns throughout the business to ensure a holistic picture is maintained between different aspects of our provision.

We welcome feedback from parents and guardians on the effectiveness of our preventative measures.

## **7. The role of the Site Manager**

It is the responsibility of the Site Manager, alongside the Designated Safeguarding Lead (DSL), and Designated Safeguarding Officers (DSOs) to implement the business's anti-bullying strategy and to ensure that all staff are aware of the policy and know how to deal with incidents of bullying.

The Site Manager must ensure that all children know that bullying is wrong, and that it is unacceptable behaviour in this provision. The Site Manager draws the attention of children to this fact at suitable moments. For example, if an incident occurs, the Site Manager may decide to use a group task as a forum in which to discuss with other children why this behaviour was wrong, and why a child is being punished.

The Site Manager sets the climate of mutual support and praise for success, therefore making bullying less likely. When children feel they are important and belong to a friendly and welcoming environment, bullying is far less likely to be part of their behaviour.

## **8. The role of the Camp Leaders and Activity Staff**

Staff take all forms of bullying seriously, and intervene to prevent incidents from taking place. Staff are expected to be vigilant during all break time duties and ensure that changing rooms are checked regularly. Staff are trained to be alert to inappropriate language or behaviour.

If staff witness an act of bullying, they do all they can to support the child who is being bullied. If a child is being bullied the Site Manager will inform the child's parents to enable cohesive action to be taken.

The business operates a **“No Blame”** policy whereby the victim explains to the perpetrators what it is that has upset them. The “bullies/teasers” are asked to suggest how they can help the “victim” to feel better. If the behaviour continues, parents are involved.

If a child is repeatedly involved in bullying other children, we invite the child's parents in to discuss the situation. In more extreme cases, for example where these initial discussions have proved ineffective, the Site Manager may exclude the child for a fixed term or permanently.

Staff attempt to support all children in their group and to establish a climate of trust and respect for all. By praising, rewarding and celebrating the success of all children, we aim to prevent incidents of bullying.

## **9. The role of parents**

Parents who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying, should contact the Site Manager immediately.

Parents have a responsibility to support the business's anti-bullying policy and to actively encourage their child to be a positive member of the provision. Parents should acknowledge the feelings of all children and parents involved in an incident of alleged bullying, considering carefully the perspective of others during the process of resolving a concern.

## **10. Procedures for dealing with bullying**

**Children:** if a child is being bullied or suspects that someone else is being bullied it is important that they tell someone who may be able to help. This may be a friend, Camp Leader or any adult they feel they can confide in. CSS guarantees that whistle-blowers who act in good faith will not be penalised and will be supported.

**Staff:** those adults who have concerns about bullying should tell the Site Manager.

**Parents:** those parents who have concerns about their children or about any other child in the school should inform the Site Manager.

Procedures/strategies for combating bullying will be continually monitored.

## **11. Cyber Bullying – Preventative Measures**

In addition to the preventative measures described above, CSS:

- Expects all children to adhere to its charter for the safe use of the internet. Certain sites are blocked by Oakwood School's filtering system.
- May impose sanctions for the misuse, or attempted misuse of the internet.
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe.
- Children's mobile phones/devices are not permitted on site.

## **12. Action - Procedures for dealing with reported bullying**

It is the responsibility of the business to deal effectively with cases of bullying on its premises and on official off-site activities.

Cases of bullying or suspected bullying will be carefully and thoroughly investigated. All those involved will be given a fair opportunity to talk about the matter with an appropriate person. Incidents of bullying or suspected bullying will be recorded by the Site Manager. Where an incident of bullying is proven, a written record of all relevant matters will be kept and subsequently stored centrally in the business' Google Drive.

Written records of related incidents and meetings will be kept on the business' Google Drive. All relevant persons will be kept informed at all times in writing. Appropriate action will be taken and this might include a range of sanctions or responses including permanent exclusion from the provision.

All staff receive training on Safeguarding and Child Protection which includes bullying.

If an incident of bullying is reported, the following procedures are adopted:

- The member of staff to whom it was reported, or who first discovers the situation, will control the situation, reassure and support the children involved.
- They will inform the Site Manager as soon as possible.
- The member of staff will calmly explain the range of disciplinary measures that are potentially involved.
- The victim will be interviewed on their own and asked to feedback an account of events.
- The bully, together with all others who were involved, will be interviewed individually and asked to feed back an immediate account of events.
- The incident should be recorded on the business' Google Drive.

- The alleged bully will be interviewed at a later stage by the Site Manager, separately from the victim, and it will be made clear why their behaviour was inappropriate and caused distress. They will be offered guidance on modifying their behaviour, together with any appropriate disciplinary sanctions as set out in the business's Behaviour Management Policy; for example, 'reflection time', withdrawal of privileges or suspension. In particularly serious and/or persistent cases, the bully should expect permanent exclusion from the provision.
- The parents/guardians of all parties should be informed and invited on site to discuss the matter. Their support should be sought.
- A way forward, including disciplinary sanction, should be agreed. This should recognise that suitable support is needed both for children who are being bullied and for children who bully others, as well as dealing with appropriate disciplinary measures in accordance with the business's Behaviour Management Policy.
- A meeting involving all the parties, with close staff supervision, could be helpful in developing a strategy for all concerned to close the episode.
- A monitoring and review strategy will be put in place.
- In very serious cases, it may be necessary to make a report to the Police or to the Social Services, Integrated Front Door, with the DSL present. However, it is the policy of CSS Activities to attempt to resolve such issues internally under the business's own disciplinary procedures, unless the matter is of such gravity that a criminal prosecution is likely. The business may exclude a child, either temporarily or permanently, in cases of severe and persistent bullying and in the event that the support put in place for the bully does not result in the modification of behaviour to an acceptable level.

### **13. Monitoring and review**

The Site Manager will be made aware of all reported incidents of bullying, whether confirmed or otherwise and will address procedures for consideration of what can be learned from bullying incidents. The guidelines in this policy apply to all members of the CSS community.

### **14. Anti-Bullying Resources**

We refer to the following guidance and references for schools:

- A. "Preventing and Tackling Bullying", DfE, July 2017
- B. KCSIE September 2024
- C. The Early Years Foundation Stage Statutory Framework 2017,
- D. "Where You are NOT Alone" <http://www.bullying.org/>



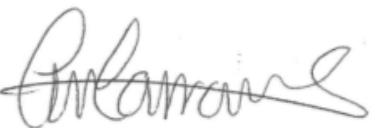

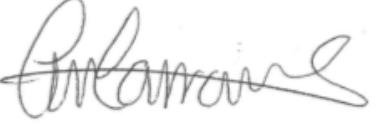
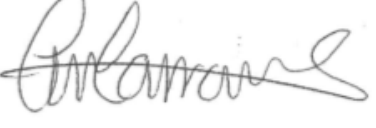
- E. "Child Protection and New Technologies" - Childnet International  
<http://www.childnet-int.org/>
- F. "Cyberbullying Guidance: Supporting School Staff" - Childnet International  
<http://www.childnet-int.org/>

## 15. Complaints Procedure

Parents and children are encouraged to contact Charlie Tarrant if they feel that their concerns about bullying (or anything else) are not being addressed properly.

## 19. Monitoring and Review

This policy is monitored on a day-to-day basis by the Managing Director.

Reviewed: April 2021	By:	Charlie Tarrant, Managing Director
Signed: 	By:	Charlie Tarrant Managing Director
Reviewed: April 2022	By:	Charlie Tarrant, Managing Director
Signed: 	By:	Charlie Tarrant Managing Director
Reviewed: May 2023	By:	Charlie Tarrant, Managing Director
Signed: 	By:	Charlie Tarrant Managing Director
Reviewed: May 2024	By:	Charlie Tarrant, Managing Director
Signed: 	By:	Charlie Tarrant Managing Director
Next Review Date:		May 2025

