

KOKO Dance Academy - Company Policies

Anti-Bullying Policy

Our Commitment

At KOKO Dance Academy, we are committed to creating a safe, inclusive, and supportive environment where every student can thrive. Bullying in any form is completely unacceptable and will be dealt with swiftly and fairly.

What Is Bullying?

Bullying is deliberate behaviour intended to hurt, threaten, or intimidate someone, either repeatedly or as a one-off incident. It can be:

- **Emotional:** Excluding, tormenting, or humiliating
- **Physical:** Hitting, kicking, or any unwanted physical contact
- **Verbal:** Name-calling, threats, racist, sexist, homophobic, or discriminatory remarks
- **Cyber:** Online harassment, sending hurtful messages or images
- **Other:** Damage to property or theft, bullying based on disability, religion, or caring responsibilities

Our Aims

- Promote a family-like, respectful atmosphere where everyone feels valued.
- Educate all students, staff, and parents on recognising bullying and how to address it.
- Take all reports seriously and provide support to victims and those involved.
- Encourage open communication to prevent bullying and deal with it early.

What We Do

- Teachers observe and listen carefully to students.
- Suspected bullying will be investigated by speaking to those involved and witnesses.
- Parents of all parties will be informed if bullying is suspected or confirmed.
- All incidents are recorded confidentially.
- Minor issues may initially be handled quietly by teachers to avoid unnecessary distress, but records will be kept to monitor if the issue escalates.

Reporting Bullying

If you believe your child is being bullied or you notice bullying behaviour, please report it promptly by emailing:

hello@kokodanceacademy.co.uk

Use the subject line: **“Report of Bullying – [Your Child’s Full Name]”**

Include as much detail as possible — dates, times, people involved, and any evidence such as

screenshots for cyberbullying.

We may arrange a meeting or call to discuss the issue, but a written report is required to start an investigation.

Support & Consequences

- We support victims and those displaying bullying behaviour to help them change.
- Repeated or severe bullying can result in dismissal from KOKO Dance Academy.

Useful Resources

We encourage families to seek further help from:

- **Bullies Out** – mail@bulliesout.com
- **Kidscape** – www.kidscape.org.uk
- **Children in Wales** – www.childreninwales.org.uk
- **Childline** – 0800 1111
- **Samaritans** – 116 123
- **NSPCC** – 0808 800 5000 (or call 999 if there is immediate danger)