



Harlequins Foundation Anti-Bullying Policy.

1. Our Aim for this Policy

The Harlequins Foundation works with children and families as part of its activities. These activities include a range of programmes that are designed to support vulnerable people and promote inclusion.

The purpose of this policy is to set out how we intend:

- To prevent bullying from happening between children and young people who are a part of our organisation or take part in our activities.
- To make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need.
- To provide information to all staff, volunteers, children and their families about what we should all do to prevent and deal with bullying.

This policy applies to anyone working on behalf of The Foundation including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and young people.

We have separate documents that set out:

- Our code of behaviour for children, young people and adults.
- Our policies and procedures for preventing and responding to bullying and harassment that takes place between adults involved with our organisation.

2. What is bullying?

Bullying includes a range of abusive behaviour that is

- Repeated
- Intended to hurt someone either physically or emotionally.

3. Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in the UK.

4. Our Responsibility.

We believe that:

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- Bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm.

- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.
- Everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

We will seek to prevent bullying by:

- Developing a code of behaviour that sets out how everyone involved in our organisation is expected to behave, in face-to-face contact and online, and within and outside of our activities.
- Where appropriate, holding regular discussions with staff, volunteers, children, young people and families who use our organisation about bullying and how to prevent it. These discussions will focus on:
 - Group members' responsibilities to look after one another and uphold the behaviour code.
 - Practising skills such as listening to each other.
 - Respecting the fact that we are all different.
 - Making sure that no one is without friends.
 - Dealing with problems in a positive way.
 - Checking that our anti-bullying measures are working well.
- Providing support and training for all staff and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying.
- Putting clear and robust anti-bullying procedures in place.
- Making sure our response to incidents of bullying takes into account:
 - The needs of the person being bullied.
 - The needs of the person displaying bullying behaviour.
 - The needs of any bystanders or witnesses.
 - Our organisation as a whole.
- Developing and reviewing any plan developed to address any incidents of bullying at regular intervals, in order to ensure that the problem has been resolved in the long term.

We recognise that bullying is closely related to how we respect and recognise the value of diversity. As a result we will be proactive about:

- Seeking opportunities to learn about and celebrate difference.
- Increasing diversity within our staff, volunteers, children and young people.
- Welcoming new members to our organisation.

5. Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures including:

- Safeguarding Policy and Procedure.
- Dealing with allegations made against a child or young person.
- Managing allegations against staff and volunteers.
- Code of conduct for staff and volunteers.
- Online safety policy and procedures for responding to concerns about online abuse.
- Equality and diversity policies.

Nominated anti-bullying lead

Name: Paul Wilson

Phone/email: paul.wilson@quins.co.uk

Senior lead for safeguarding and child protection

Name: Andy carpenter

Phone/email: andy.carpenter@quins.co.uk

6. Dates and Review:

This policy came into force on 01/03/2021.

We are committed to reviewing this policy and practices annually.

This policy was last reviewed on 01/03/2021.

Signed:



Name: Marc Leckie

Position: Head of Foundation

Date: 01/03/2021

Appendix 1 - Forms of Bullying

Bullying is deliberately hurtful behaviour to someone as a single incident or over a period of time. It can be either physical, verbal or indirect or a combination of any of these forms. Often it includes one or more of the following: intimidation, exclusion, rumour-spreading, name-calling, anonymous messages, damage to or theft of personal property. The victim may react by becoming silent or withdrawn, feigning illness, failing to attend, not eating, or not working. The potential serious consequences of bullying, both physical and emotional, should not be underestimated.

Cyberbullying

Cyberbullying includes the use of ICT in the following ways:

- Texting or emailing unpleasant, scary or rude mobile phone messages.
- 'Sexting', where sexually inappropriate mobile phone pictures of one person are used by another person to upset, harass or demean the person in the pictures.
- Posting abusive or demeaning comments on social networking sites such as Facebook and Twitter, or in chat rooms.
- Deleting or ignoring a person's messages on social networking sites or in chat rooms.

Sexual and Sexist Bullying

Sexual harassment and sexist bullying includes:

- Sexual "jokes" or taunting.
- Online sexual harassment. This may be standalone, or part of a wider pattern of sexual harassment and/or sexual violence. It may include:
 - Non-consensual sharing of sexual images and videos.
 - Sexualised online bullying.
 - Unwanted sexual comments and messages, including, on social media with intent to insult, demean or harass another person.
- Sexual exploitation; coercion and threats.

Racist and religious bullying

Racist and religious bullying includes making any offensive, derogatory or demeaning comment to a person linked to their race, nationality, ethnicity, religion or belief, or cultural practices.

Homophobic bullying

Homophobic bullying includes making any offensive, derogatory or demeaning comment or innuendo to a person linked to their sexuality to upset, harass, humiliate or isolate that person.

Disability bullying

Disability bullying includes making any offensive, derogatory or demeaning comment, whereby a person's disability or learning difficulty is exploited with the intent to upset, harass, humiliate or isolate that person.

Gender bullying

Bullying that occurs in relation to the person's gender. This includes making any offensive comment or physical interference towards another based on their assigned or chosen gender.

Appendix 2 - Signs of Bullying

Bullying involves an imbalance of power; the person on the receiving end feels like they can't defend themselves. When children and young people are bullied their lives are made miserable, they may suffer injury and will certainly lose confidence and self-esteem. A child's change of behaviour or appearance may be an indicator that they are being bullied.

- Attendance: a young person may become frightened of attending our programmes, unwilling to use public transport, there may be increased absence, changes to their usual routine, improbable excuses given for absence.
- Changes in character: being bullied can cause a child to become withdrawn, anxious, aggressive, disruptive, unreasonable, nervous and jumpy. They may start bullying siblings, stop using the internet or mobile phone, cry for no apparent reason or become tearful.
- Changes in appearance: young people often change their appearance. However sometimes this is a sign of being bullied especially if the young person seems to be covering up cuts or bruises. Sometimes there is rapid weight loss, or weight gain, or the person stops eating. More obvious signs are torn clothes.
- Displaying increasing lack of confidence and self-esteem, asking for, or stealing money, being excluded from group activities by other young people.

Often bullying goes unreported as victims may feel they are either somehow to blame or that the repercussions will make matters worse. It is important therefore for all staff, young people and parents/ carers to work together to ensure everyone feels able to report bullying and to be supported when they do so.

These signs and behaviours could indicate other problems, but bullying should be considered a possibility.

Appendix 3 - Procedures for Dealing with Bullying

Any young person or parent/carer who reports a case of bullying to a member of staff at The Harlequins Foundation should feel confident that the case will be dealt with promptly, sensitively and appropriately.

If a young person or parent/carer reports a case of bullying to a member of staff, they must:

- Stay calm and reassure the young person/parent/carer that the matter will be dealt with as quickly and sensitively as possible but do not guarantee confidentiality as this information must be shared in order to be dealt with effectively.
- Talk to the young person/parent/carer and find out what has happened - keep notes of this conversation. (please explain to the young person/parent/carer why you need to do this and assure them that this information will be shared on an essential need to know basis only).
- Try to find out when (dates/times), where (places) and who (names of the bully/bullies). Young people/parents/carers are not always keen to give this information as they are concerned about the repercussions if the bully/bullies find out. Reassure them - we cannot deal with specific cases of bullying if we do not have this information and it must be stopped.
- Deal with the situation if it is straightforward and you feel you are able e.g. name-calling in a classroom/group activity situation. If you feel that it is a more complex case which is outside your area of expertise and/or involves young people outside your area, refer the case on to the Nominated Anti-Bullying Lead and The Nominated Child Protection Lead or The Deputy Child Protection Lead. They can investigate the situation and invoke Safeguarding or Disciplinary proceedings if required.

Outcomes

Part of the discussion with the young person being bullied should involve asking them "What would you like the outcome to be?"

A number of different alternatives can be discussed:

- The young person who has been bullied may ask to meet with the bully to tell him/her how they feel about the behaviour. The bully (bullies) may be asked to genuinely apologise. Such a meeting should be well structured and supported and both parties will need appropriate preparation.
- In serious cases, suspension, disciplinary warnings or even exclusion of the bully (bullies) may be considered in accordance with the Behaviour Policy. Disciplinary action may take place in addition
- If possible, young people should be reconciled after the incident has been investigated and dealt with, however, it is important to remember that a 'restorative' approach or reconciliation is not always possible and should not be advocated if inappropriate. Each case will be monitored to ensure repeated bullying does not take place.