

ANTI-BULLYING POLICY

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**This policy has been accepted by the Chairman and Board of
Burton Albion Community Trust**

Head of Community

Signature:

Name:

Date:

**Representative from the Board of Trustees of Burton Albion
Community Trust responsible for Safeguarding matters**

Signature:

Name:

Date:





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BACT SAFEGUARDING STATEMENT

Burton Albion Community Trust (BACT) operates a child centred approach to safeguarding and where concerns about the welfare of an adult exist, staff will always act in the best interests of the adults at risk.

BACT fully acknowledges and accepts its responsibility for the well-being and safety of all children engaged in BACT activities. It is the duty of all staff working at BACT to ensure they safeguard children by creating an environment that protects them from harm. BACT believes that the general wellbeing, welfare, and safety of all children engaged in BACT activities is of the upmost importance. BACT will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the adults at risk, family and the relevant local authority.

BACT SAFEGUARDING CONTACTS



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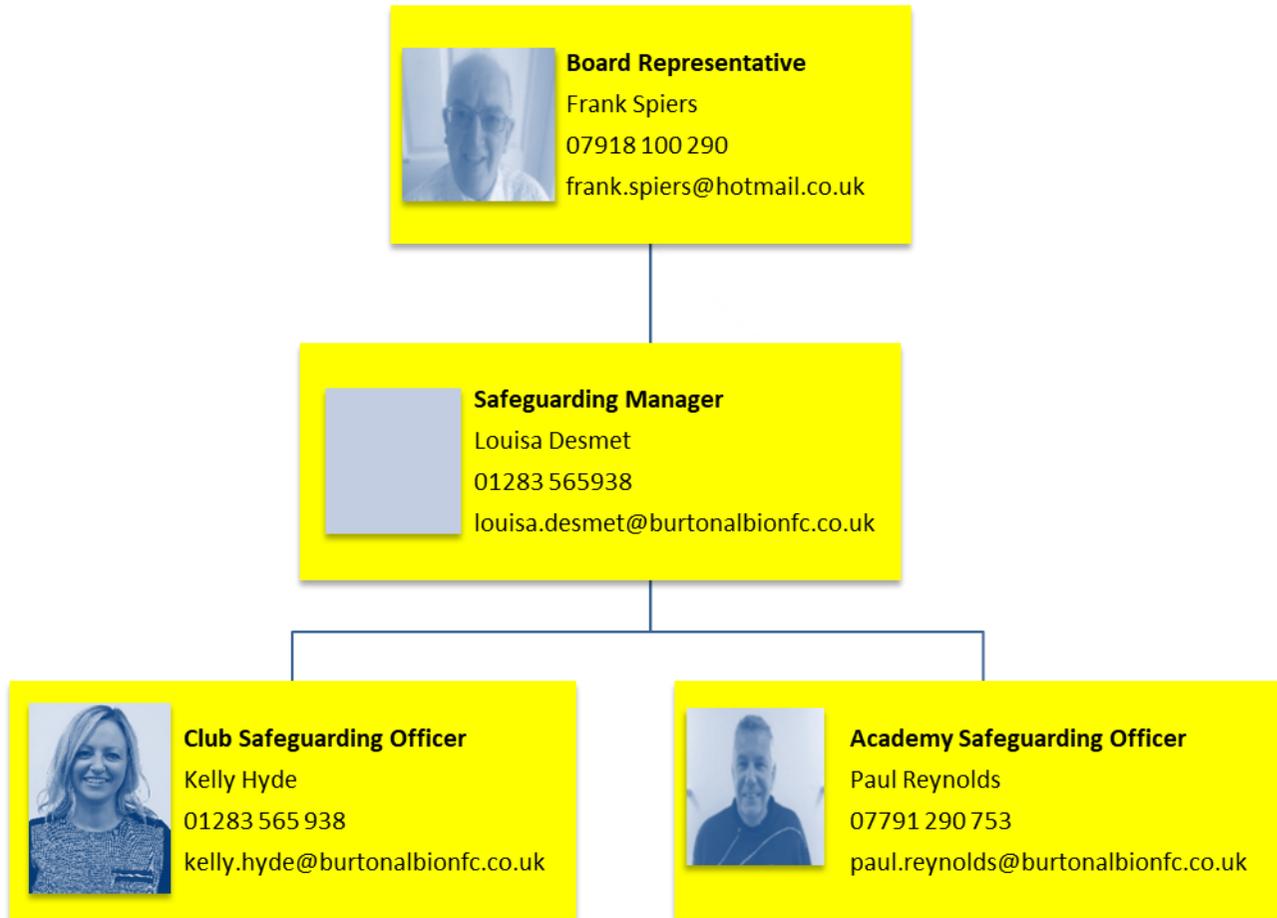


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BAFC SAFEGUARDING CONTACTS



Introduction

All children have the right to live their lives to the fullest potential, to be protected, to participate in and enjoy any activity, and to be treated with dignity and respect.

Burton Albion Community Trust (BACT) has both a moral and legal obligation to ensure a duty of care for children across its services. We are committed to ensuring that all children are protected and kept safe from harm whilst engaged in services organised and provided by BACT.

This policy is for use throughout BACT and is to be observed by all those working with children whether employed by BACT or not (including volunteers). The application of this policy and its procedure are obligatory and are to be enforced as indicated by the appropriate persons in all cases where there are any suspected instances of abuse or poor practice.

It is through the application of this policy and procedures that the Trust will seek to develop a positive and proactive welfare programme for all children to participate in an enjoyable and safe environment. This equally applies to the safety and security of those working with and responsible for the activities involving children.

Activities included under the remit of this policy include:

- The Community Trust
- The Academy (please see Burton Albion Football Club's Safeguarding Children Policy)
- Match Day Ball Boys/Girls and Mascots
- All other activities associated with BACT in which children are engaged.

Statutory guidance defines a child as anyone who has not yet reached their 18th birthday.

Purpose

The purpose of this policy is to:

- reduce the risk of bullying from happening within BACT;
- to ensure that any incident of bullying is reported to a member of staff and the Designated Safeguarding Officer (DSO);
- if bullying does happen, to make sure it is stopped as soon as possible and that those involved receive the support they need;
- to develop an ethos within BACT which condemns all forms of bullying behaviour and encourages incidents of bullying to be identified and reported;
- to work in partnership with the parents/cares of both the victim and the instigator in the drive to eliminate bullying;
- to provide information to staff children and their families about what BACT does to prevent and deal with bullying;
- to enlist 'peer support' to prevent and respond to incidents of bullying.

Aims and Principles

- Anyone reporting an incident of bullying is always listened to by the DSO and staff member.
- All incidents of bullying are recorded on the Bullying Report Form.
- The alleged bully has an opportunity to explain their version of events.
- That this policy and procedure is followed to prevent the reoccurrence of the bullying behaviour.
- That DSO will retain copies the Bullying Incident Report Form, which will be monitored and reviewed on a regular basis by the DSO.
- If an allegation of bullying is substantiated following an investigation, the parents/carers of both the alleged victim and bully will usually be informed.
- Anti-Bullying Posters will be displayed on BACT premises which provides information on who to report bullying to.
- A 'bullying survey' will be conducted amongst children/young people on a quarterly basis to monitor and identify if the policy is successful or requires improvement.

This policy should be read alongside BACT's policies and procedures on:

- Safeguarding Children (dealing with disclosure and concerns about a child or young person)
- Managing Allegations Against Staff and Volunteers
- Safer Recruitment
- E-Safety
- Equality and Diversity

- Whistle Blowing
- Behaviour
- Complaints

Legal Framework

- The Children's Act 1989 and 2004
- The Protection from Harassment Act 1997
- The Human Rights Act 2010
- Equality Act 2010
- Government Statutory Guidance: Working Together to Safeguard Children 2018
- Government Guidance on Bullying 2015

Bullying

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against specific groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences.

Stopping violence and ensuring immediate physical safety is BACT's priority but emotional bullying can be more damaging than physical; staff need to make their own judgements about each specific case.

Many experts say that bullying involves an imbalance of power between the perpetrator and the victim. This could involve perpetrators of bullying having control over the relationship which makes it difficult for those they bully to defend themselves. The imbalance of power can manifest itself in several ways, it may be physical, psychological (knowing what upsets someone), derive from an intellectual imbalance, or by having access to the support of a group, or the capacity to socially isolate. It can result in the intimidation of a person or persons through the threat of violence or by isolating them either physically or online. Low-level disruption and the use of offensive language can itself have a significant impact on its target. If left unchallenged or dismissed as banter or horseplay it can also lead to reluctance to report other behaviour. Early intervention can help to set clear expectations of the behaviour that is and isn't acceptable and help stop negative behaviour escalating.

The most recent Government guidance on bullying makes it clear that there is no legal definition of bullying. However, it is usually defined as behaviour that is:

- repeated;
- intended to hurt someone either physically or emotionally;
- often aimed at certain groups, eg because of race, religion, gender or sexual orientation.

Bullying can include:

- verbal abuse, such as name calling and gossiping;
- non-verbal abuse such as hand signs or text messages;
- pressurizing other children not to be friends with the person who is being bullied;
- shouting at or verbally abusing someone;
- making threats;
- stealing or damaging someone's belongings'
- forcing someone to do something embarrassing, harmful or dangerous;
- emotional abuse such as threatening, intimidating or humiliating someone
- exclusion, such as ignoring or isolating someone
- undermining, by constant criticism or spreading rumours
- controlling or manipulating someone
- racial, sexual or homophobic bullying
- physical assaults, such as hitting and pushing
- making silent, hoax or abusive calls
- online or cyberbullying
- exclusion from activities or conversation.

A person is often targeted by bullies because they appear different from others.

We all have a role to play in preventing bullying and putting a stop to it.

Bullying Linked to Discrimination

Bullying connected to discrimination occurs when it is motivated by a prejudice against certain people or groups of people. This may be because of their gender, age, race, nationality, ethnic origin, religion or belief, sexual orientation, gender reassignment disability or ability.

Discrimination is often driven by a lack of understanding which only strengthens stereotyping and can potentially lead to actions that may cause women, ethnic minorities,

disable people, lesbian, gay, bisexual or transgender people or people who follow specific religions or beliefs to feel excluded, isolated or undervalued.

We will ensure that everyone involved with BACT knows that discriminatory language and behaviour will not be tolerated within the organisation.

If an incident does occur the DSO will be informed using the Bullying Report Form. The person/person's will be advised that discriminatory language is offensive and will not be tolerated.

If the person persists in making such remarks and is under 16 years of age, parents/carers will be informed and invited to attend a meeting to discuss the issue. A record of this meeting will be kept on file.

Should the person persist in making derogatory remarks, they (or parents/carers) will be informed, in writing

Trolling

Trolling is the name given to posting deliberately offensive comments on people's social media pages which are aimed at causing upset and distress. This type of behaviour could result in legal action.

Cyberbullying

The rapid development of, and widespread access to, technology has provided a new medium for 'virtual' bullying, which can occur in or outside school. Cyber-bullying is a different form of bullying and can happen always of the day, with a potentially bigger audience, and more accessories as people forward on content at a click.

Cyberbullying is an increasingly common form of bullying behaviour which happens on social networks, games and mobile phones. Cyberbullying can include spreading rumors about someone, or posting nasty or embarrassing messages, images or videos.

Children may know who's bullying them online – it may be an extension of offline peer bullying - or they may be targeted by someone using a fake or anonymous account. It's easy to be anonymous online and this may increase the likelihood of engaging in bullying behaviour.

Cyberbullying can happen at any time or anywhere - a child can be bullied when they are alone in their bedroom - so it can feel like there's no escape.

BACT is committed to ensure our website and/or social networking pages are being used appropriately and any online bullying will be dealt with swiftly and appropriately in-line with the procedure below.

Signs and Symptoms of Bullying

If someone is being bullied, they might not tell anyone directly. This could be because they have been threatened and afraid to say anything or fear that no-one will believe them, nothing will be about it or it will make things worse. It may even be that the person doesn't realise that what is being done to them is bullying.

Signs that someone may be being bullied could include:

- being unhappy, withdrawn and unwilling to spend time in a group, especially during unstructured periods ie break or lunchtime;
- being without friend;
- missing meetings or activities at BACT and/or expressing a reluctance to attend;
- unexplained injuries;
- uncharacteristic behaviour ie aggression.

Preventing Bullying

BACT has policies in place to deal with bullying and poor behaviour which are clear to staff, volunteers, parent/carers and children/young people so that if incidents do occur, they are dealt with quickly. It is clearly communicated and understood by children/young people, parents, and staff. Successful schools create an environment that prevents bullying from being a serious problem in the first place. The DSO in conjunction with the relevant member of staff are best placed to decide how best to respond to the issues that affect BACT's participant. In extreme cases the Head of Community and/or Board of Trustees may be required to decide. There is no single solution to bullying which will suit all organisations working with children/young people.

BACT introduced a Code of Conduct for children/young people, parents/carers that sets out the "do's and don'ts" in terms of how everyone involved in BACT is expected to behave in both face-to-face contact and online (**Appendix A**).

If Bullying Happens

If bullying does occur BACT will:

- ensure the procedure is followed;
- provide regular reminders to staff, volunteers, children, young people and families who are involved with BACT to ensure they understand our Anti-Bullying Policy and Procedure. These reminders will include:
 - responsibility to look after one another and uphold the behaviour codes;
 - practicing skills such as listening to each other;
 - respecting the fact that we are different;
 - making sure that no-one is without friends;

- monitoring that anti-bullying measures are working well.

Staff and Children/Young People will:

- be encouraged to speak out against bullying behaviour;
- respect every child's right to participate in activities where safety, security, praise, recognition and opportunity are available
- respect the feeling and views of others;
- recognise that everyone is equal and that our difference makes each of us special and worthy of being valued;
- ensure safety by having rules and practices that are carefully explained and properly understood;
- report incidents of bullying behaviour – by doing nothing you are condoning the behaviour.

Reporting Bullying

BACT takes bullying seriously. Bullying hurts and no-one deserves to be a victim of bullying. Everyone has a right to be treated with respect.

Anyone who bullies needs to learn different ways of behaving and our staff will strive to encourage behaviour change.

BACT has a responsibility to respond promptly and effectively to issues of bullying.

The Bullying Report Form (**Appendix B**) must be completed and submitted to the Designated Safeguarding Lead within 48 hours of the incident occurring.

If the person bullying is a member or staff or a volunteer the Managing Allegations Against Adults Policy and Procedure will be followed.

What to do if you are being Bullied

If you are being bullied you should always tell someone, don't keep it to yourself. Tell someone you trust. This could be a friend, family member, carer, member of staff, teacher, someone another other group or organisation.

You may prefer to tell a friend at first and ask that friend to help you tell an adult.

If the bullying is happening at BACT, please be assured it will be sorted out. If it is happening elsewhere the DSO will get other adults involved to stop it happening.

What to do if you observe a child or young person being bullied or if someone tells you he/she is being bullied

If you are a child/young person and someone tells you they are being are being bullied, don't try to deal with it yourself. Try to encourage the person to get help from a member of staff.

If the child/young person won't do this the best way to help is to explain that you will have to tell a member of staff or another adult – then go ahead and tell them.

If you are an adult and a child/young person tells you that they are being bullied, take the child/young person seriously.

Do not tell the child/young person to stop being silly, keep out of the way of bullies or to get on with things. This will not help and will make the child/young person feel like they are not believed, let down and less inclined to tell someone else.

Listen to what the child/young person's full account of what is happening and complete the Bullying Incident Report Form (**Appendix B**) which must be handed to the DSO.

If you observe the bullying, act assertively to put a stop to it. Explain that the incident will be reported to stop it happening again.

Apart from minor incidents that have been directly observed by a staff member and dealt with at the time, all bullying that takes place at BACT should be recorded on the Bullying Incident Report Form and reported to the DSO within 3 days of the incident occurring.

The DSO will work in partnership with parents/carers of both the alleged bully and child/person being bullied and any other persons involved to resolve the incident and prevent a further incident.

Having spoken to the child/young person who is allegedly being bullied and child/young person's parent/carers the alleged bully/bullies and their parent/carers will also be made aware of the incident.

A written record of all conversations will be made.

Both sets of parents/carers will be invited to a meeting and asked for their views on what should be done to put a stop to any further bullying incidents and how to repair any damage to the relationship which may have been done.

The following areas will be covered:

- details of an apology that has been offered by the bully/bullies;
- details of any support that has been put in place for both the person being bullied and the bully;
- details of any consequences for the bully/bullies, in addition to making an apology;
- details of any further discussions or work to be done, including children/young people who may have witnessed or encouraged the bullying;
- details of any changes in how staff may handle an incident of bullying in the future.

A written plan will be put in place and shared with the children, parents/carers concerned and will be reviewed regularly.

Should you wish to report an incident of bullying outside of BACT please contact the NCPCC on 0808 800 5000.



APPENDIX A



CODE OF CONDUCT FOR CHILDREN AND YOUNG PEOPLE

Burton Albion Community Trust (BACT) is fully committed to safeguarding and promoting the wellbeing of all its members. BACT believes that it is important that participants, BACT staff and parents associated with the trust should show respect and understanding for the safety and welfare of others. Therefore, participants are encouraged to be open at and to share any concerns or complaints that they may have about any aspect of BACT with Kim Realff, Safeguarding, Welfare & Education Officer – Email: kim.realff@burtonalbionct.org Mobile: 07739351146.

BACT aims to offer a positive experience for children and young people where they can learn new things in a safe environment.

As a participant of BACT's activities you are expected to abide by the following code of practice.

Children and young people are expected to:

- Be loyal and give friends/team members a second chance
- Be friendly and particularly welcoming to new members
- Be supportive and committed to other team members, offer comfort when required
- Keep yourself safe
- Report inappropriate behaviour or risky situations to BACT staff
- Participate fairly and be trustworthy
- Respect other participants, staff and opponents and accept decisions
- Show appropriate loyalty and be gracious in defeat
- Not cheat or be violent and aggressive
- Make BACT a **fun** place to be
- Keep within the defined boundary of the activity area
- Behave and listen to all instructions from BACT staff
- Show team spirit.
- Take care of equipment owned by BACT
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using social media or texts
- Not get involved in inappropriate peer pressure and push others into something they do not want to do
- Refrain from bullying or persistent use of rough and dangerous play
- Keep to agreed timings for activities, performances, matches and inform BACT staff if you are going to be late, or are unable to attend
- Wear suitable kit for activities as agreed with BACT staff
- Pay any fees for activities or events promptly or let BACT know if there are difficulties in making payment
- Not smoke on BACT premises or other premises where BACT are taking place or whilst representing BACT.
- Not consume alcohol or drugs of any kind on BACT premises or other premises where BACT are taking place or whilst representing BACT.



*Please note that the Police will be informed of any BACT participant who is seen taking part in any illegal activity either before, during or after any BACT session either on or off the premises

Children / Young People have the right to:

- Be safe and happy in their chosen activity
- Be listened to
- Be respected and treated fairly
- Privacy
- Enjoy sport in a protective environment
- Be referred to professional help if needed
- Be protected from abuse by other member or outside sources
- Participate on an equal basis, appropriate to their ability
- Experience competition and the desire to win.
- Be believed
- Ask for help
- Have any concerns taken seriously and acted on.

Mobile phones

Please see separate document attached and the signature required at the end of this document also includes the use of mobile phones.

Further information

Any minor mis-demeanours and general mis-behaviour will be addressed by BACT staff and reported verbally to the Designated Safeguarding Officer. Although every effort will be made to support a child, more serious or persistent mis-behaviour may result in disciplinary action and potential exclusion from BACT activities. Parents will be informed in writing at all stages

Disciplinary action can be appealed to the Safeguarding, Welfare and Education Officer with the final decision made in agreement with the Head of Community Trust.

Parents/carers do not need to sign if your young person is over the age of 16 years.

Signature of child/young person:	
Print name child/young person:	
Date:	
Signature of parent /carer:	
Print name parent/carers:	
Date:	



CODE OF CONDUCT FOR PARENTS/CARERS

As parents/carers you are expected to:

- Positively reinforce your child and show an interest in their chosen activity
- Support your child in understanding and complying with their own Codes of Conduct
- Do not place your child under pressure or push them into activities they do not want to do
- Complete and return annually the Registration, Medical and Consent Form pertaining to your child's participation with Burton Albion Community Trust (BACT)
- Deliver and collect your child punctually before and after activities, performances and matches
- Ensure your child has clothing and kit appropriate to the weather conditions
- Ensure that proper sportswear and protective equipment are worn. Any child not in possession of the fundamental requirements will not be allowed to participate
- Detail any relevant medical concerns or conditions pertaining to their child on the registration/consent form. Any changes in the state of the child's health should be reported to the BACT office administrator prior to the activity
- To inform the coach prior to the activity starting if your child is to be collected early and by whom. A password known only to the parent/carer and person collecting your child should also be given to the coach
- Encourage your child to abide by the rules and teach them that they can only do their best
- Behave responsibly and do not embarrass your child
- Be respectful and support BACT staff
- Ensure your child is punctual
- Inform BACT if your child is going to be late for or is unable to attend their chosen activity
- Be realistic and supportive
- Ensure your child has adequate drink and food if required
- Promote your child's participation in participating in an activity for fun
- Do not smoke, drink alcohol or take any illegal substance either on BACT premise or at any other premise where your child is participating in a BACT activity
- If you going to be late collecting your child due to unforeseen circumstance, you must inform the coach to ensure that 2 members of staff are available to wait with your child until collected.

As a parents/carer you have the right to:

- Be assured that your child is safeguarded during their participation in activities
- Be informed of problems or concerns relating to your children
- Be informed if your child is injured
- Have your consent sought for issue such as trips or photography
- Contribute to decisions within the club
- Have any concerns about any aspect of your child's welfare listened to responded to.



Any breaches of this code of conduct will be dealt with immediately by
Persistent concerns or breaches may result in you being asked not to attend activities with your child if your attendance is considered detrimental to the welfare of young participants.

The ultimate action should a parent/guardian continue to breach the code of behaviour may be the Head of Community regrettably asking your child to leave the activity session.

Signature of parent/carer:	
Print name parent/carer:	
Date:	





APPENDIX B





BULLYING REPORT FORM

This form is for children and young people to provide information about an incident of bullying.

Date of bullying incident: Time:

Session: Venue:

DETAILS	
Name	
Address	
Postcode	
Contact Number (over 16 years)	
Parent/Carer Contact Number	



Describe what is happening/has happened?

Where did it happen?

When did it happen?

Did anyone else see it happen and if so, who?

Was this a one-off incident or has it happened before?

How did the bullying make you feel?

Were you physically hurt by the bullying?



Did you need any medical help?
Have you told anyone else about the bullying, if so who? (Please record name of the person/s and who they are ie parent/teacher etc)
What help would you like to stop the bullying? ie someone to speak to the bully/bullies and check you are ok to make sure the situation doesn't get worse/happen again
Do you have any worries now that you have reported the bullying?

Signature of person completing this form:

Print name:

Position (ie coach, parent/carer etc):

Contact number:

Date form was completed:





TO BE COMPLETED BY THE DSO

What action was taken to resolve the bullying?

Were the child/young person/parents/carers satisfied with how the bullying incident was dealt with?

Were the child/young person/parents/carers satisfied with the outcome?

Signed:

Date:

