



Policy ... Bullying

Newby Fun Factory is committed to providing an environment for children that is safe, welcoming and free from bullying. Bullying of any form is unacceptable in the Fun Factory, whether the offender is a child or an adult. The victim is never responsible for being the target of bullying.

Everyone involved in the Fun Factory, staff, children and parent/carers, will be made aware of the Fun Factory's stance towards bullying. Such behaviour will not be tolerated or excused under any circumstances.

The Fun Factory defines bullying as the repeated harassment of others through emotional, physical, verbal or psychological abuse. Examples of such behaviour are as follows:

Emotional: Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, forcing another person to be 'left out' of a game or activity, passing notes about others or making fun of another person.

Physical: Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any other sort of violence against another person.

Verbal: Name-calling, put-downs, ridiculing or using words to attack, threaten or insult. For example, spreading rumours or making fun of another person's appearance.

Psychological: Behaviour likely to instil a sense of fear or anxiety in another person.

Preventing Bullying Behaviour

The MD, Team Leader and the staff will make every effort to create a tolerant and caring environment in the Fun Factory, where bullying behaviour is not acceptable. Staff will discuss the issues surrounding bullying openly, including why bullying behaviour will not be tolerated and what the consequences of bullying behaviour will be.

Dealing with Bullying Behaviour

The following principles will govern the Fun Factory's response to bullying behaviour:

- All incidents of bullying will be addressed thoroughly and sensitively.
- Children will be encouraged to immediately report any incident of bullying that they witness. Staff will give an appropriate amount of time and reassure them that what they say will be taken seriously and handled carefully.
- Staff have a duty to inform the Team Leader if they witness an incident of bullying involving children or adults at the Fun Factory.
- The individual who has been the victim of bullying will be helped and supported by the staff team. They will be kept under close supervision and staff will check on their welfare regularly.
- In most cases, bullying behaviour can be addressed according to the strategies set out in the Behaviour Management policy. The bully will be encouraged to discuss their behaviour and think through the consequences of their actions. Where appropriate, they will be encouraged to talk through the incident with the other person concerned.
- Where bullying behaviour persists, more serious actions may have to be taken, as laid out in the Suspensions and Exclusions policy.
- A member of staff will inform the parents/carers of all the children involved in a bullying incident at the earliest possible opportunity. If appropriate, staff will facilitate a meeting between the relevant parents/carers. At all times, staff will handle such incidents with care and sensitivity.
- All incidents of bullying will be reported to the Team Leader and will be recorded in the Incident Record Book. In the light of reported incidents, the Team Leader and other relevant staff will review the Fun Factory's procedures in respect of bullying.