



# Anti-Bullying Code of Practice

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## 1. Anti-Bullying Policy Statement

1. The Anti-Bullying policy is retained as an independent document
2. The Anti-Bullying documentation will be reviewed on a 2 yearly basis by the Board of Directors
3. The nominated Director & Managing Director shall be responsible for signing the Anti-Bullying policy
4. Where practical a signed copy of the anti-Bullying policy shall be displayed at places of work where these are within the control of The Ridge

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# Anti-Bullying Code of Practice

## 2. Introduction

The Ridge has in place an Anti-Bullying policy which outlines its' approach to the prevention of and dealing with bullying within the organisation.

This Code of Practice (CoP) describes the implementation of that policy.

It takes into account National & local guidelines relating to Anti-Bullying, in particular supporting local school guidelines and policies where appropriate.

The CoP relates to all types of Bullying as detailed (but not exclusively) within the Policy.

## 3. Responsibilities

3.1. Everyone involved in the life of the Ridge (Scotland) CIC is responsible for promoting a common anti-bullying approach and will

- Share and report
- be supportive of each other
- provide positive role models
- convey a clear understanding that we disapprove of unacceptable behaviour
- be fully involved in the development of the anti-bullying policy and support anti-bullying practice
- support each other in the implementation of the policy & CoP

2. Staff and Volunteers shall

- Provide children/young people and vulnerable adults with a framework of behaviour including agreed ground rules and sanctions, which establishes baseline expectations and consequences
- Behave in a respectful and caring manner to children/young people, vulnerable adults and colleagues, to set a good tone and help create a positive atmosphere
- Raise any perceived issues concerning bullying with their supervisor
- have a vital role to play as they are at the forefront of behaviour management and supporting children/young peoples' and vulnerable adults' sense of well-being. They have close knowledge of those in their care, and should build up a relationship involving mutual support, trust and respect

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### 3. Supervisory Staff shall

- Be fully informed on matters concerning anti-bullying
- record all suspected incidents of bullying and report these to the Board
- be responsible for the investigation of suspected incidents, including interviewing where appropriate
- address all incidents effectively and promptly
- ensure that all members of staff and volunteers are aware of the policy and its contents
- where appropriate, and after informing the managing Director, inform such other organisations & persons as may be necessary ( e.g. school, parents, carers etc.)
- Ensure that all adults who have contact with children/young people and vulnerable adults including. admin staff, volunteers and support staff know how to respond if they witness or are told of a bullying incident
- Where appropriate, apply such sanctions as may be deemed necessary where a case of bullying is found to be justified; These sanctions shall be approved by the Managing Director and also discussed with the victim.
- Take steps to ensure that use of management authority shall not be capable of being misconstrued as bullying or harassment

### 3.4 Managing Director shall

- Monitor incident reports and actions taken to be aware of the effectiveness of this policy
- Report once a year to The Board on the efficacy of this policy and on any incidents that have occurred and their resolution
- act as investigator should any incident of bullying involve a supervisor
- together with The Board review the policy and CoP every 2 years

### 4. Board of Directors shall

- act as final arbitrators in any dispute over incidents
- together with The Managing Director review the Policy and CoP for its efficacy every 2 years
- ensure that such resources as are necessary are provided to enable the implementation of the policy and CoP

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## 4. Statement of Intent

We at the Ridge (Scotland) CIC believe that:

- All forms of Bullying unacceptable
- Bullying is a problem to which solutions can be found
- Seeking help and openness are signs of strength not weakness
- All members of our community must be listened to and taken seriously
- Everyone has the right to work and achieve in an atmosphere that is free from fear
- Children/young people and vulnerable adults who are involved with the Ridge, should be involved in decision-making about matters that concern them
- Children/young people and vulnerable adults have a right to expect that their concerns will be listened to and treated seriously
- We tackle bullying best by encouraging an environment where individuality is celebrated and individuals can develop without fear

In order to support our beliefs we will:-

- Ensure that Children/young people and vulnerable adults feel supported in reporting incidents of bullying
- Ensure that Children/young people and vulnerable adults can talk to an adult if they are worried about bullying, including cyber bullying
- Ensure that Children/young people and vulnerable adults feel confident and reassured that if anyone 'tells' they will be listened to with sensitivity and respect and action will be taken
- Maintain and develop effective listening for children/young people and vulnerable adults as well as staff within the Ridge, constantly promoting the message that everyone is important and has the right to be safe, happy, respected, listened to and supported
- Ensure where practicable that all members of the community feel responsible for helping to reduce bullying
- promote a secure environment in which quality learning and work can then take place



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Whenever a bullying incident is discovered, we will go through a number of steps. The exact nature of each step will be adapted to suit the nature and severity of the incident, and the response of those involved.

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## 1. Methods of reporting suspected incidents

- 1.1. In person to a member of staff or to line supervisor
- 1.2. By phone to the Ridge on 01368 850626, asking to speak to Managing Director
- 1.3. Email to [kate@the-ridge.org.uk](mailto:kate@the-ridge.org.uk)
- 1.4. By letter to The Ridge at the address on our website, or to The Ridge Café at Bleachingfield, Dunbar, addressed for attention of Managing Director
- 1.5. To a member of Board

## 2. Responding to incident reports

When parents/carers or others have raised a concern about a potential bullying issue, it is important that they be assured that action will be taken. Our response will be as follows:

- 2.1. The Supervisor will contact the person making the report within 24 hours. If the supervisor is not available, a time will be agreed for them to respond within the shortest possible time period possible. If, for any reason, they are unable to respond promptly, another senior member of staff will handle the matter
- 2.2. The supervisor will discuss the alleged incident with all concerned parties and prepare an initial report within 5 working days. Note that all interviewees have the right to be accompanied by another person as support; where the involved persons are young children they shall be accompanied by an appropriate adult.
- 2.3. where appropriate, other associated/involved agencies ( for e.g. East Lothian Works, Social works, school etc.) will be informed
- 2.4. Parents/carers of both the victim and bully will be informed immediately and invited to attend a meeting to discuss any incident
- 2.5. The report of any incident will be reviewed by The Managing Director prior to deciding any actions to be taken. Any such actions shall be documented
- 2.6. All involved parties will be informed of the decisions relating to an incident within 2 weeks of the initial report

## 3. Working in Schools

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When working in schools, and with groups from schools, albeit at other sites, the Ridge is subject to the Anti-Bullying policy of the school. All reports of bullying should be made, in the first instance to the school, through the normal channels. Wherever appropriate, the Ridge will be involved in assisting in the resolution of any incidents, but any intervention can only be at the request of the school, and within the school's own Anti-Bullying policies.

## 6. Disciplinary

1. In instances where a member of staff or volunteer has been found to be responsible for bullying, The Ridge reserves the right to apply a disciplinary sanction against the individual(s).
2. The sanctions may include (but may not be restricted to)
  - 2.1. Time away from an activity
  - 2.2. Missing another activity
  - 2.3. Suspension
  - 2.4. Dismissal (in extreme circumstances)
  - 2.5. Fixed term exclusion
  - 2.6. Permanent exclusion
3. In all cases where sanctions are applied the person(s) involved shall have the right of appeal to the Managing Director whose decision shall be final.

## 7. Monitor and Review

1. The Board will review a summary of all incidents as part of their annual report
2. A report on bullying incidents will form part of any annual report and will be available on the website; note that this will only take the form of a summary and no indication of names of victims or bullies will be included

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## 8. Information for Parents and Carers

When a bullying incident has come to the attention of the Ridge, it will always be taken seriously, investigated and actioned. However, we cannot report back to the parent/carer of any child except their own, neither will we discuss any other child/young person with the parents/carers of the victim.

The Ridge will:

- Support the person who has been bullied to express their feelings
- Support the person displaying the bullying behaviour to express their feelings
- Explore the use of Restorative Approaches
- Discuss which rule(s) have been broken
- Discuss strategies for making amends. Actions will be in line with our behaviour contracts and may include:
  - Explanation why the inappropriate behaviour is unacceptable
  - Reparation of damaged relationships
  - Restorative Approaches
  - Time away from an activity
  - Meeting with staff, parent and child
  - Missing another activity
  - Formal letter home from the Managing Director, expressing concerns
  - Pastoral support plan (in conjunction with care agency)
  - Meeting between victim and bully

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## APPENDIX 1

### REPORTING BULLYING PROFORMA

Date:

Time:

Name of victim:

What happened:

Name of Adult:

Signature:

Child's Comments:

Child's Signature:

Parent/carer's comments:

Name of Parent:

Parent's Signature:

Actions Agreed:

## APPENDIX 2

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<b><u>ADVICE WHEN REACTING TO A SPECIFIC INCIDENT</u></b>			



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Before recording an incident it may be useful for staff to consider the following:

- Has the incident with the same person or people occurred several times within a reasonably short period of time?
- Is it a disagreement or the result of a humorous exchange which has got out of hand?
- Is it a 'falling out of friends' matter?
- Are you sure that the child/young person/vulnerable adult has not had at least partial responsibility for the incident?
- Can you recognise a pattern in the incidents?
- Have you noticed any change in the child/young person/vulnerable adult's behaviour?
- Although incidents may not be bullying, they should always be followed up thoroughly, and dealt with appropriately with timeliness and sensitivity.
- Parents/carers of all children/young people/vulnerable adults involved will be informed of what has happened, and how it has been dealt with.
- Is there a risk of conflict of interest in any investigation

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## APPENDIX 3

### References and further guidance

‘Bullying is behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally’ (Preventing and Tackling Bullying, Advice for School Leaders, Staff and Governing Bodies, 2011, Department for Education)

Skills Development Scotland Dignity at Work Policy and Procedure

ACAS describes bullying as: “Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient”.

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