Low Port Out Of School Club
S.C.I.O

LOW PORT OUT OF SCHOOL CLUB SCIO

ANTI-BULLYING POLICY

Low Port Out of School Club SCIO (the Club) will provide a supportive, caring and safe environment in which all children are free from the fear of being bullied. Bullying of any form is not tolerated in our club, whether carried out by a child or an adult.

Staff, children and parents or carers will be made aware of the Club's position on bullying. Any child who is a victim of bullying will be dealt with in a sympathetic manner. If bullying is suspected or reported the incident will be dealt with immediately by the member of staff informed, and then discussed with the supervisor. A clear account of the incident will be recorded in an Incident Log. All staff will be informed so that close monitoring of the situation can begin. Parents of both parties will be informed.

Low Port Out of School Club SCIO defines bullying as the repeated harassment of others through emotional, physical, psychological or verbal abuse.
Staff at Low Port Out of School Club SCIO will foster an anti-bullying culture in the following ways:

- Encouraging caring and nurturing behaviour;
- Discussing friendships and encouraging paired, group and team play;
- Encouraging children to report bullying without fear;
- Discussing the issues surrounding bullying with the children, including why bullying behaviour will not be tolerated;
- Exploring the consequences of bullying behaviour with the children;
- Responding to bullying behaviour.

Low Port Out of School Club SCIO acknowledges that despite all efforts to prevent it, bullying behaviour is likely to occur on occasion. Should such incidents occur, the Club will follow the procedure outlined below:

- We will address all incidents of bullying thoroughly and sensitively;
- Victims of bullying will be offered the immediate opportunity to discuss the matter with a member of staff who will reassure the child and offer support;
- They will be reassured that what they say will be taken seriously and handled sympathetically;
- Staff will support any individual who has been bullied, keeping them under close supervision, and checking their welfare regularly;
- If another child witness bullying and reports this, staff will reassure them that they have done the right thing. Staff will then investigate the matter;
- If a member of staff witnesses an act of bullying, involving children or adults at the club, they will inform the supervisor;
- Children who have bullied will be helped by discussing what has happened, establishing why the child became involved. Staff will help the child to understand why this form of behaviour is unacceptable and will encourage a change in the behaviour of the child;
- If bullying behaviour persists, more serious actions may have to be taken.

All incidents of bullying will be reported to the manager and will be recorded on an Incident Form. The manager and other relevant staff will review the Club's procedures in respect of bullying, to ensure that practices are relevant and effective.

Policy History

Revision Date	Author	Description
28 July 2020	Adrian Williamson	Reformatted for website
03 September 2020	Emma Donaldson	Updated
22 April 2021	Chloe Wells	Reviewed
22 January 2022	Chloe Wells	Reviewed