



Early Learning and Childcare Centre

ANTIBULLYING PROCEDURES

The role of the Manager

- It is the responsibility of the Manager to implement Ferryfield's anti-bullying policy and to ensure that all staff (paid/unpaid) are aware of the policy and know how to deal with any incidents of bullying.
- The Manager, with the support of the staff, ensures that everyone has the opportunity to learn that bullying is wrong and that it is unacceptable behaviour in Ferryfield.
- The Manager and the staff will support people who display bullying behaviour, explaining to them that their behaviour is wrong, the reason why it is wrong and will help them to develop strategies to change their behaviour.
- The Manager ensures that all staff are in receipt of sufficient training to be equipped to deal with any incidents of bullying, as this training becomes available.
- The Manager sets the climate of mutual support and praise for successes in Ferryfield, thus making bullying less likely. When people feel they are important and belong to a friendly and welcoming setting, bullying is far less likely to occur.

The role of staff

- Staff in Ferryfield take all forms of bullying seriously and will intervene to prevent incidents from taking place or to support everyone involved should an incident take place.
- A record is kept of all incidents of bullying that occur in Ferryfield and these are shared with the Manager and, up on request, the people involved.
- If staff witness an act of bullying they will do all they can to support the person or persons who are involved.

The role of parents

- Parents, who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying, should discuss their concerns with the Manager.
- Both parents and staff should be secure in the knowledge that any information given to the Manager will be treated with the upmost respect and all people involved in any incident will be treated with extreme care and sensitivity.
- Parents have a responsibility to support Ferryfield's anti bullying policy and actively encourage both their child, and themselves, to be positive members of Ferryfield.
- Parents are expected to help develop their child's social skills at all times, in support of Ferryfield's ethos.

Adopted by Committee

Date

August 2016