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| Policy 03a | Review date | November 2017 |
| Anti-Bullying Policy |  | |

At St James’ Cottage Nursery we are committed to providing a caring, friendly and safe environment for both staff and our children so they can work / play in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at St James’ Cottage Nursery. If bullying does occur, all children should be able to tell and know that incidents will be dealt with promptly and effectively. We are a TELLING setting. This means that anyone who knows that bullying is happening is expected to tell the staff. These rules are our policy and are appropriate for St James’ Cottage Nursery but for more in depth information please refer to the following website: [www.bullying.co.uk](http://www.bullying.co.uk) or Kidscape.

**What is Bullying?**

Bullying can present itself in several different ways physically, emotionally or verbally and may include aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

* Emotional being unfriendly, tormenting (e.g. hiding books or threatening gestures)
* Social / interpersonal: Excluding / from events or from play, leaving someone out, breaking a

confidence, comments on social network sites, whispering

Ignoring / not making eye contact, deliberately ignoring in a group

* Physical pushing, kicking, hitting, punching or any use of violence
* Racist racial taunts, graffiti, gestures
* Sexual unwanted physical contact or sexually abusive comments
* Homophobic because of, or focussing on the issue of sexuality
* Verbal name-calling, sarcasm, spreading rumours, teasing
* Cyber All areas of internet, such as e-mail & internet chat room

misuse. Mobile threats by text messaging and calls

Misuse of associated technology i.e. camera & video facilities

NB: Please note at St James’ Cottage we have a NO Mobile Phone Policy and the children computers do not have internet access.

**Why is it Important to Respond to Bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Anyone who is bullying needs to be encouraged and supported to learn different ways of behaving.

St James’ Cottage Nursery has a responsibility and will respond promptly and effectively to issues of bullying.

**Objectives of this Policy**

* All Staff, Trustees, Fundraising Committee, Children and parents should have an understanding of

what bullying is.

* All Trustees, fundraising committee members, management and staff should understand this policy and its procedures and follow it when bullying is reported.
* All children and parents should understand this policy and its procedures and what they should do if bullying arises.
* At St James’ Cottage Nursery we take bullying seriously and will not be tolerated under any circumstances. Children, parents and staff should be assured that they will be supported when bullying is reported.
* **Signs and Symptoms**

It is important to be aware of how adults and children may demonstrate the effects of bullying and signs they may show are listed below and should be investigated: (signs for an adult are \*)

* Doesn’t want to come to the setting \*
* Is frightened of walking to or from the setting
* Doesn’t want to go on the school bus.
* Changes their usual routine \*
* Becomes withdrawn anxious, or lacking in confidence \*
* Starts stammering
* Attempts or threatens suicide (\*) or runs away
* Cries themselves to sleep at night or has nightmares
* Feels ill in the morning \*
* Does not want to take part in activities \*
* Comes home with clothes torn or books damaged
* Has possessions which are damaged or go missing
* Has unexplained cuts or bruises
* Comes home starving (lunch has been stolen)
* Becomes aggressive, disruptive or unreasonable \*
* Is bullying other people \*
* Stops eating \*
* Is frightened to say what’s wrong \*
* Gives improbable excuses for any of the above \*
* Lying \*

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated

**Procedures**

1. Report bullying incidents to staff, manager or committee member as appropriate.
2. In cases of serious bullying, or continued bullying, the incidents will be recorded by staff, management or committee.
3. We will encourage children to challenge bullying, in the case of a child being affected parents will be informed.
4. In persistent / serious cases involving children parents will be asked to come in to a meeting to discuss the problem.
5. In serious cases involving a member of staff a meeting will be arranged with them, the manager and a committee representative and disciplinary procedures may be considered.
6. If necessary and appropriate, police will be consulted
7. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
8. An attempt will be made to help the person(s) whose bullying behaviour is affecting others change.
9. Where a child is bullying they will be encouraged to recognise that bullying is not acceptable, taking into account their age, level of learning and background.
10. Staff will ensure sensitivity of any child who bullies another.

**Outcomes**

1. The person demonstrating bullying behaviour will be asked to genuinely apologise. Other consequences may take place
2. In serious cases, suspension or even exclusion will be considered
3. After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

**Prevention**

We will use KIDSCAPE methods to support the prevention of bullying, as and when appropriate, these may include the list below: Staff will receive support in developing positive strategies for responding to and managing behaviour from management and committee.

* Writing a set of rules
* Writing stories or poems or drawing pictures about bullying
* Reading stories about bullying or having them read
* Making up role-plays (or using KIDSCAPE role-plays)
* Having discussions about bullying and why it matters

**Help Organisations**

Advisory Centre for Education (ACE) 0808 800 5793

Children’s Legal Centre 0845 345 4345

KIDSCAPE Parents Helpline (Mon,Fri 10-4) 0845 1 205 204

Parentline Plus 0808 800 2222

Youth Access 020 8772 9900

Bullying Online [www.bullying.co.uk](http://www.bullying.co.uk)

Visit the Kidscape website [www.kidscape.org.uk](http://www.kidscape.org.uk) for further support, links and advice.