

# ANTI BULLYING POLICY



## POLICY STATEMENT

BYT acknowledges that bullying behaviour is unacceptable and will not be tolerated. We endeavour to ensure that a secure environment is provided for every young person who wishes to participate in the performing arts. BYT acknowledges that bullying can take place and may need to be addressed amongst any combination of persons that are present at BYT, regardless of their role: participant, volunteer, staff or Trustee.

If an activity uses a regular venue, it might be useful to have BYT's Anti Bullying Policy displayed in its venue with a contact name and number for confidential support.

## DEFINITION OF BULLYING

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

Emotional - being deliberately unfriendly, excluding, tormenting (e.g. hiding possessions, using threatening gestures).

Physical - pushing, hitting, kicking or any use of violence.

Racist - racial taunts, graffiti, gestures

Sexual - unwanted physical contact or sexually abusive comments

Homophobic - because of, or focusing on the issue of sexuality

Religious - because of or focusing on the issue of faith

Verbal - name-calling, sarcasm, spreading rumours

Cyber - all areas of internet, such as e-mail and internet chat room misuse mobile phone threats by text messaging and calls misuse of associated technology, i.e. camera and video facilities

## **IMPLEMENTATION**

It is the responsibility of Trustees, contracted employees and volunteers to ensure the implementation of the Anti Bullying Policy to minimise occurrences of bullying. Leaders and Volunteers should encourage all participants to report instances of bullying happening to them or which they see happening to others. Leaders will use their experience and discretion to establish the seriousness of the allegation but are themselves encouraged to report the allegation to their Trustee link to discuss possible action.

This might include discussion with individuals, whole group involvement of parents, etc. and is likely to be initiated by the Leader. In more serious cases, involvement of the others may be required, especially if sanctions are required. Where bullying has been established, a written record will be made and sent to Trustees via the BYT Administrator.

Leaders are encouraged to raise awareness about bullying through activities as part of regular activities. BYT will also try to raise awareness using appropriate channels including specifically the participants' handbook, induction procedures, posters and leaflets.

BYT will provide appropriate awareness raising and training to all relevant staff and volunteers to reinforce this policy and to provide skills and techniques to counter bullying behaviour.

All staff and volunteers should be informed of what to do when an incident of bullying is reported.

## **PROCEDURES**

1. Incidents should be reported to Leaders and subsequently to the Trustee link
2. Incidents will be recorded by Leaders.
3. In serious cases, parents should be informed and will be asked to visit to discuss the problem.
4. In extreme cases, if necessary and appropriate, particularly 'cyber-bullying', police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour

## **OUTCOMES**

1. The bully (bullies) may be asked to genuinely apologise and other consequences may take place
2. In very serious cases, suspension or exclusion could be considered
3. If possible, the participants will be reconciled
4. After the incident(s) have been investigated and dealt with, each case will be monitored in striving to ensure repeated bullying does not take place

## **MONITORING & RECORD KEEPING**

Although every effort will be made to minimise the recording, it is important that a record is kept.

- All incidents should, ideally, be written up within 24 hours.
- Reports should be signed by the staff member/volunteer, with the name printed and designation.
- Reports and records should be passed to the Administrator who in turn will take responsibility for the safe storage and processing of this information.
- All information gathered should be treated with strict confidentiality

## **EVALUATION**

Records of incidents are kept and used to inform future practice. Spot checks and occasional surveys are also used. Evaluation and review will ensure that the Youth Theatre remains responsive to changing needs whilst striving to protect young people from bullying.

## **WHAT WE INTEND TO ACHIEVE**

Our Anti-Bullying Policy aims to achieve a reduction in bullying due to:

- The vigilance and responsiveness of staff and volunteers to bullying behaviour
- Acknowledgment by young people that bullying will be tackled
- Raised awareness about bullying and the forms it can take
- A greater proportion of young people informing an adult if they are being bullied

- The involvement of staff, volunteers, parents and young people in implementing the Anti-Bullying Policy

**BORDERS YOUTH THEATRE**



**BULLYING INCIDENT REPORT SHEET**

Your name and role at BYT:

Date of incident:

Name of person reporting incident:

Time of incident:

Location incident took place:

Description of incident (continue on a separate sheet if necessary):

Action taken (continue on a separate sheet if necessary):

Your signature:

Today's date: