



## ANTI BULLYING POLICY

Policy title	Anti-Bullying Policy
Issue date	March 2026
Review date	March 2028
Author	Karen Double
Agreed by	Board of trustees

# Anti-bullying policy

LEAPS Suffolk provides a supportive, caring and safe environment in which everyone is 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, volunteers, children, young people and parents or carers will be made aware of the Club's position on bullying.

- Bullying behaviour is unacceptable in any form.
- Anyone 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 victim and bully can begin. Parents of both parties will be informed.

Bullying is defined as the repeated harassment of others through emotional, physical, psychological or verbal abuse.

**Physical:** Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any sort of violence against another person.

**Psychological:** Behaviour likely to create a sense of fear or anxiety in another person.

**Emotional:** Being deliberately unkind, shunning or excluding another person from a group or making fun of another person.

**Verbal:** Name-calling, put-downs, ridiculing or using words to attack, threaten or insult. For example, making fun of another person's appearance.

**Racist:** is motivated by the victim's colour, race, nationality, or ethnic or national origins. Incidents of racial harassment will be recorded as such on the Incident log. (See our Equalities Policy for more information on how we deal with and challenge discriminatory behaviour.)

**Cyber:** Threats by mobile phone such as calling or texting, email and internet chat room, such as gaming sites. Misuse of camera and video facilities

## Signs and symptoms of bullying

An attendee may tell a member of staff that they are being bullied, or they may indicate this through their behaviour. All LEAPS staff should be aware of possible signs, such as,

- Frightened of being near certain people
- Becomes withdrawn and anxious
- Changes in behaviour
- Doesn't want to join in with certain activities

Whilst these behaviours could indicate other concerns, bullying must be considered as a possibility and should be reported accordingly to the Designated Safeguard Lead (Karen Double) or the Deputy Designated Safeguard Lead (Rebecca Paul)

## **Preventing bullying behaviour**

Staff at LEAPS Suffolk 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

## **Responding to bullying behaviour**

LEAPS Suffolk 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 attendee and offer support.
- They will be reassured that what they say will be taken seriously and handled sympathetically.
- Staff will support the attendee who has been bullied, keeping them under close supervision, and checking their welfare regularly.
- If another attendee witnesses 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.
- Attendees who have bullied will be helped by discussing what has happened, establishing why they became involved, where appropriate.
- Staff will help the attendee to understand why this form of behaviour is unacceptable and will encourage him/her to change their behaviour
- If bullying behaviour persists, more serious actions may have to be taken, as laid out in the Suspensions and Exclusions policy.
- All incidents of bullying will be reported to the manager and will be recorded on an Incident Log.
- The manager and other relevant staff will review the Club's procedures in respect of bullying, to ensure that practices are relevant and effective.