



Behaviour & Anti Bullying Policy

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Our Commitment

At Coach4U we understand the importance of conduct and the behaviours we accept and what we deem as unacceptable to keep children safe, both physically and mentally for good health and wellbeing. Our aims are to;

- (a) promote self-discipline, emotional control and proper regard for authority in individuals,
- (b) encourage good behaviour and respect for others and, in particular, preventing all forms of bullying through education,
- (c) develop and maintain high standards of behaviour which is acceptable,

Our policy is outlined in this written document and our commitment is as follows:

- (a) the policy known throughout the company to staff and clients, including both parents and children
- (b) at least once in every year take steps to bring the policy to the attention of all such staff, clients and the general public

Review Date: 11th November 2020

Definitions

What is Bullying?

*Bullying is the use of aggression with the intention of hurting another person. It is **targeted** and **repeated** over a period of time. Bullying results in pain and distress to the victim.*

Bullying can be:

- **Emotional:** being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- **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 email & internet chat room misuse
 - mobile threats by text messaging & calls
 - misuse of technology, eg. camera and video facilities

Signs and Symptoms

We recognise that children sometimes fall out, disagree and argue. We deal with this following our normal sanctions as detailed below. However, there may be signs or behaviour that a child is being bullied. Adults should be aware and look out for any of these possible signs. If a child:

- feels ill in the morning or before a sessions
- becomes withdrawn anxious, or lacking in confidence
- cries themselves to sleep at night or has nightmares
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- begs to be driven places
- changes their usual routine
- is unwilling to go to events or activities
- says they don't want to go to events or activities and feigns illness

- starts stammering
- attempts or threatens self-harm or runs away
- begins to do poorly in school work
- has possessions which are damaged or "go missing"
- asks for money or starts stealing money
- has dinner or other monies continually "lost"
- has unexplained cuts or bruises
- comes home hungry
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- is afraid to use the internet or mobile phone
- is nervous and jumpy when an online message is received

These are just some of the signs a child may exhibit when being bullied. They may also behave in ways not listed, or exhibit no signs at all. All adults must be vigilant.

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

Behaviour Expectations

We are committed to providing a caring, friendly and safe environment for all of our staff and clients so they can teach and learn respectively in a relaxed and secure atmosphere and be treated with respect and courtesy.

We promote excellent behaviour and strive to create an environment in which excellent learning and progress takes place for all.

We recognise all the protected characteristics of the Equality Act 2010 and commit to respect them. We aim to prevent all forms of discrimination, harassment and victimisation related to the protected characteristics for all members of the local community.

Bullying thrives in cultures where name-calling, unwanted touch, rumour mongering and disrespect go unchallenged. We expect individuals to think carefully about physical contact and respect each others bodies and their personal space.

Everyone has the right to enjoy what they do. Clients have a right to learn without disruption. Teachers/Coaches have the right to teach/coach without disruption from unacceptable behaviour.

We expect individuals to speak up when they see or hear unacceptable behaviour and report it as outlined in our policies, especially that of bullying behaviour.

Reporting Bullying

At the first instance of any type of bullying it is hugely important that we hear about it as soon as possible so we can deal with it immediately and ensure the issue is dealt with.

Report to Who?

Depending on the seriousness of the issue and the stage it has got to can dictate who the report of any bullying issues go to. Any reports can be made through the complaints procedure and using the appropriate stage to report to.

STEP 1: At first instance parents or children can report any issues of bullying or any type of unacceptable behaviour to any member of staff they feel comfortable speaking to.

STEP 2: To officially report bullying, report direct to the company safeguarding and welfare officer to deal with the issue immediately. If a complaint is against the SWO then a written complaint can be lodged but if you feel uncomfortable you can move to step 3.

STEP 3: Advice and a report can be made with anti-bullying organisations; 'all together', anti-bullying alliance or bullying uk. This is an external contact and the final step.

How to Report?

If bullying does occur, all individuals should feel safe to tell and know that incidents will be dealt with promptly and effectively. As a child-friendly organisation we take bullying seriously. Children and parents should be assured that they will be supported when bullying is reported. We are a telling organisation. This means that anyone who knows that bullying is happening is expected to tell a member of staff.

Bullying from anybody; child, parent or coaches can be reported in the following ways:

- **Face to Face** - Individual staff members or the safeguarding and welfare officer
- **Letter** - sent to: 1 Bridges Close, Eastleigh, SO50 9EF addressed to the SWO
- **Email** - sent to the company email with *RE: CONFIDENTIAL - Safeguarding*
- **Website** - using the contact form on the website
- **Phone** - a phone call direct to the SWO on: 07807713513

Only the individuals that need to know information regarding the reported issue will be involved which will consist of the managing director and the safeguarding and welfare officer.

All reports received via any of the above methods will be followed up within 24 hours with contact from us to the individual reporting, prioritising these issues and aim to have a resolution to them as appropriate within 7 days which may include an investigation.

All incidents and action will be evidenced using behaviour and safeguarding report forms and will be used and recorded for use in cases and to be kept on file.

The outcomes of any reports we receive could be any of the below:

Outcomes for bullied	Outcome for bully
- Receive apology from bully	● Made to apologise
- Freedom from bullying	● Future conduct monitored
- Emotional & Psychological Support	● Entered onto a behaviour plan
- Improved company procedures	● Excluded from our company
	● Report to external agencies

Rewards

We encourage and reward good behaviour in the following ways:

- Verbal and non-verbal praise.
- Positive comments on children's reviews and reports.
- Stickers on Reward Cards.
- Messages and calls to parents.
- Star of the Week Certificates

Our rewards system occurs on a sessionly, weekly, termly (school terms and half terms) and periodically (every 3 months) and yearly basis, varying from programme to programme and based on the significance of the achievement.

Sanctions

Sanctions will be given fairly and consistently, based on the actions and behaviours of individuals and appropriately based on the severity, as detailed below.

Parents

- **STEP 1:** Verbal warning
- **STEP 2:** Written warning
- **STEP 3:** Banned from attending a venue

Children

- **STEP 1:** Verbal warning
- **STEP 2:** Removed from activity within a session
- **STEP 3:** Communication with a parent

For some children who have additional needs in respect of their behaviour, the systems outlined above are not appropriate. We may need to design a behaviour management method for a specific child which means they are treated differently to other children with the aim of changing established behaviours. This sometimes includes sanctions which are agreed with that child and their parents.

On the basis that behaviour is that of violence or bullying, we will take a strict and harsh line when giving sanctions to deal with those issues. These may include the following;

- **STEP 4:** Set-up of an individual behaviour/educational Plan
 - **STEP 5:** Temporarily exclusion from programme / venue
 - **STEP 6:** Exclusion from programme / Termination of programme contract
 - **STEP 7:** Liaising with external agencies such as police, social services
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