Anti-Bullying Policy

Hogarth Youth & Community Centre, Duke Road, Chiswick, London W4 2JR
Charity Number: 1084019

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Introduction

The Hogarth Charitable Trust Company Limited ("Hogarth Charitable Trust) aims to provide a warm, safe and welcoming environment for young people in the local and wider community.

All employees and volunteers are expected to challenge behaviour and attitudes which make individuals or groups of young people feel unsafe or unwelcome or exclude young people from any services which Hogarth Charitable Trust offers.

Definition of Bullying

Bullying and harassment is behaviour that makes someone feel intimidated or offended. Harassment is unlawful under the Equality Act 2010. The Equality Act identifies nine "protected characteristics" and these are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Please read this document alongside our Equalities and Diversity Policy,

Bullying can take many forms:

- Verbal - threats, name calling
- Physical - hitting, kicking
- Indirect – spreading of rumours or excluding someone from social groups or activities or areas
- Extortion - demanding money/material goods
- Gesture - non-verbal threatening gestures which carry intimidating messages
- Cyber - use of mobile phones or social networking sites

If unchecked it can be profoundly damaging to the victim in both the short and long term.

Preventive Measures

Preventive measures that the Hogarth Charitable Trust have taken:

- Appropriate staff ratio to numbers of young people in the centre.
- Staff briefing on identifying bullying behaviour and how to respond appropriately.

- A zero tolerance of bullying within the centre/project.
- Staff supervision of all areas of the centre/project, especially hidden areas such as corridors and corners.
- Members are encouraged and supported to report possible bullying incidents to members of staff.
- The Hogarth Charitable Trust's central theme is the personal and social development of individuals. The Hogarth Charitable Trust programmes will help young people improve their self-esteem and social skills and encourage them to have the self-confidence to reject bullying behaviour by others.
- If a member of a club/project is unwilling to disclose information to a member of staff about a bullying incident then he/she will be able to access appropriate help/guidance by contacting helplines, which are displayed on the centre's/project's noticeboards.
- All incidents of suspected bullying will be thoroughly investigated and if substantiated will be acted upon.

Addressing suspected bullying

When a member of staff receives a disclosure of bullying, they should follow this guidance:

- Remain calm and in control.
- Reassure the young person by telling them they have done the right thing.
- Take what the young person says seriously and make sure that they understand bullying will never be tolerated at Hogarth.
- Listen carefully to what is said.
- Keep questions to a minimum – only ask for clarification and no leading questions.
- Don't promise to keep it a secret. Let the young person know you will need to share the information with the Youth Officer.
- Record what is said on your Incident Report.
- Tell the young person what will happen next.

In cases where bullying is suspected or has occurred the following steps will be followed:

1. Monitoring and recording of suspicious behaviour by members towards each other
2. Monitoring and recording of behavioural changes in individual young people

3. Monitoring of attendance records to identify members who have stopped attending and exploring reasons for non-attendance
4. Risk assessment of incidents that occur between members

Level 1 – Low risk (a one-off incident or repeated name-calling)

i. Member spoken to by Youth Worker and the incident recorded

Level 2 – Medium risk (persistent harassment of a member by an individual or group of young people)

i. Member spoken to by Youth Worker and the incident recorded
ii. Parents informed
iii. An appropriate sanction is agreed
iv. Incident recorded

Level 3 – High risk (where young person is at risk of injury or emotional distress from persistent bullying)

i. Member spoken to by Youth Worker and the incident recorded
ii. Parents informed
iii. An appropriate sanction is agreed
iv. Incident recorded
v. Victim offered all support necessary

- Victims of bullying will be supported by the staff team and encouraged to continue to attend the centre/project. This could be in the form of mentoring or special activities.
- Parents will be informed of all incidents of Level 2 and Level 3 bullying at the Youth Centre and informed of what action the centre/project intends to take.
- All serious incidents of bullying should be recorded & reported to the Youth Officer and the authorities as appropriate.

Potential outcomes and sanctions are not limited to but include suspension from the centre or from certain activities within the centre, suspension from trips or offsite activities, volunteering with other age groups or restorative work with victims.

We will offer appropriate pastoral and emotional support to young people who have witnessed bullying. This might include small group work or mentoring under the “special adult” system. We

will always consider that bullying can be a safeguarding matter, and the Designated Safeguarding Officer will always be informed of all bullying incidents.

Working with people who have bullied

The Hogarth Charitable Trust policy is to 'condemn the behaviour, not the person'. We will continue to provide services to children/young people who have been identified as the bully. Where appropriate, we may be able to offer individual or small group support, to help address their behaviour and any issues which contribute to it.

Wherever possible, we will support their return to the open youth club sessions, providing this is not detrimental to the safety and wellbeing of other club members

Inclusive Club

The Hogarth Charitable Trust recognises that bullying is often the result of individuals and groups being picked on for being seen as different in some way. As well as tackling bullying behaviour, all staff are responsible for challenging the discriminatory attitudes towards race, religion, gender, sexuality, disability, and appearance, which lead to bullying.

This includes creating and taking opportunities to discuss issues of discrimination with young people and children in the youth clubs. In this way, we aim to promote an 'inclusive culture' in which bullying is challenged by other children and young people, as well as by staff.

Positive Behaviour

The Hogarth Charitable Trust believes that rewarding positive behaviour is generally more effective than punishing negative behaviour. All staff should encourage and reward behaviour which promotes an 'inclusive culture', such as children and young people being friendly to new members or 'sticking up' for someone who is getting bullied.

Adults and Bullying

The Hogarth Charitable Trust recognises that bullying behaviour can also be perpetrated by adults. The Hogarth Charitable Trust expects relationships between the staff and children/young people to be based on mutual respect and appropriate boundaries. The Hogarth Charitable Trust aims to promote a culture in which children and young people, as well as other members of staff, feel able to object if a member of staff is using their authority unfairly to target individuals or groups.

Children and young people should speak to a member of staff if they feel they are being bullied or victimised by a member of the youth club or an adult, they may also make a formal complaint. For more information, please see our Equality and Diversity Policy and Complaints Policy.