

Inverbrothock Out of School Care Club

Charity Number: SC030097

Anti-bullying Policy

At Inverbrothock Out of School Care Club we operate an anti-bullying policy. Within this policy we provide support and understanding to all children within our care. We provide care in a safe environment without fear of being bullied. Bullying in any form is not tolerated within our club, whether carried out by a child or an adult.

Staff, children, parents, and carers are all made aware of the club's attitude towards bullying. Such behaviour is unacceptable in any form.

Children

Any children who have been a victim of bullying will be treated in a sympathetic and understanding manner by all staff.

If bullying is suspected or reported, the incident will be dealt with immediately and effectively by the member of staff informed and this member of staff will also inform the manager of the situation. A clear account of the incident will then be recorded in our incident book with the time that it happened, the date and who was involved. This will then be signed and dated by the staff member who wrote it and the manager of the club.

Within the club we operate a Key Worker system, and incidents are reported to all party's key worker for it to be closely monitored by the staff. Parents of both parties are also informed of the situation and the measures we are taking to ensure that bullying does not occur again.

It should be recognised that children can also be subject to on-line bullying. Staff will be vigilant of any unwanted conversations between the children surrounding on-line bullying and deal with this in an appropriate manner.

If any of the children reveal cases of on-line bullying to the staff, they should talk to the child about this and ask the child what they would us to do about it.

Any conversations of this nature should be recorded and reported to the child's parent/carers unless it poses as a child protection issue and informing them would do more harm.

Staff should seek advice immediately from the manager of the service.

The staff will be active in educating the children on how to be safe on-line and this will be done in a way that meets the child's needs and development.

Inverbrothock Out of School Care Club defines bullying as the repeated harassment of others through emotional, physical, psychological, or verbal abuse.

Emotional/psychological

Being deliberately unkind, shunning or excluding another person from a group or tormenting them e.g., making another person feel 'left out' of a game or activity, passing notes about others or making fun of other people's appearance. Psychological behaviour likely to create a sense of fear or anxiety in another person.

Physical

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

Staff

Staff have the right to come to their place of work without fear of being harmed both physically and emotionally. Any adults or children abusing staff in this way may be asked to leave the service by the Management Committee. Staff must be able to carry out their duties in a safe and secure environment.

Preventing bullying behaviour

Staff at Inverbrothock Out of School Care Club will promote an anti-bullying ethos and environment in the following ways:

Golden rules which the children get to make and adapt themselves to encourage them to have a positive attitude to others within the club.

Discussing friendships and encouraging paired, group and team play.

We will use the SHANARRI indicators to ensure that children's health and wellbeing needs are being met.

We will use Curriculum for Excellence Health and Wellbeing indicators to encourage development of children's emotional and social development within the club.

We will use UNCRC to inform our practice and the children will also learn about their rights and responsibilities within the club.

Encourage activities to help develop friendships within the club and topics that include friendships and working together.

As a staff team we will create an inclusive and supportive learning environment for all children.

Staff will make opportunities to discuss the issues surrounding bullying with the children and why bullying will not be tolerated.

Staff will discuss the consequences of bullying with the children.

Responding to bullying behaviour

Inverbrothock Out of School Care Club acknowledges that despite all efforts to prevent it, bullying behaviour is likely to occur on occasion.

Should such incidents occur, the club will respond in accordance with the following principles:

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 child and offer support.

They will be reassured that what they say will be taken seriously and that we will handle the information sympathetically.

If a member of staff witnesses an act of bullying involving children or adults at the club, they will inform the manager.

Children who have bullied another child will be spoken to and it will be discussed with them why their behaviour was unacceptable. This will be done in a way that meets the needs of the child and in a way that they understand.

We will take a restorative approach, and all staff are aware of the approach that we should take.

The staff should also take a solution-oriented approach and we will talk to the children about what they would like to happen and how we can help them.

All incidents of bullying will be recorded:

- We will record where and when the bullying has taken place.
- The type of bullying experienced, e.g., name-calling, rumours, threats etc.
- Any underlying prejudice including details of any protected characteristics.
- Consideration of personal or additional support needs and wellbeing concerns
- Action taken including resolution at an individual or organisational level.
- All data is handled following our data protection policy.

If bullying persists, then more serious action will be taken.

If appropriate, staff will facilitate a meeting between the relevant parents and carers.

The club reserves the right to withdraw care to anyone as a last resort when all other avenues have been distinguished.

All incidents of bullying will be reported to the manager and will be recorded in our incident book.

The manager and other relevant staff will review the club's procedures in respect of bullying, to ensure that practices are relevant and effective.

This policy was written using Scottish Government (2017) Respect for All - The National Approach to Anti-bullying for Scotland's Children and Young People.

The above policy is approved and hereby adopted by the IOOSCC Committee.

Updated July 2025.