

# Cranford Bullying Policy

The Early years setting believes that its children have the right to play and learn in a supportive, caring and safe environment. If behavioural expectations are consistent and reasonable boundaries are in put place by caring and supportive practitioners, it can minimise the occurrence of bullying. It is important therefore that the Nursery has a clear written policy to promote this belief.

Bullying affects everyone, not just the bullies and the victims. No one person or group, whether staff or child, should have to accept this type of behaviour. Only when all issues of bullying are addressed, will a child best be able to benefit from the opportunities available at the Nursery.

Although bullying in the strongest context of the word does not generally occur at Jabberwocky it is recognised by practitioners that preschool children are developing their personalities and friendships, as well as exploring boundaries and appropriate behaviour which can result in conflict and clashes of personality.

Practitioners minimise occurrences by being observant and recognising that some children prefer the company of others and some don't. Fully understanding each child and observing them helps with the restorative approach jabberwocky uses. If any level of bullying is suspected observed or reported, the matter will be taken seriously, dealt with promptly and all parties will be supported appropriately and fairly.

This will involve working towards a shared understanding of the causes of the behaviour. Jabberwocky understands that all behaviour is a form of communication and should be recognised as such. Matters will be documented as necessary and reported to room leader/manager or/and parents if deemed necessary.

## **WHAT IS BULLYING?**

Bullying can occur through several types of anti-social behaviour. It can be:-

- **PHYSICAL** - child can be physically punched, kicked, hit, spat at, etc.
- **VERBAL** - Verbal abuse can take the form of name calling.
- **EMOTIONAL** - A child can be bullied simply by being excluded from discussions/activities or play, with those they belie.

## **AS A NURSERY:**

- a) Provide an enabling and proactive environment in order to minimise opportunities for bullying
- b) Use any opportunity to discuss the appropriate way to behave towards each other: circle time, topics, persona dolls, when going outside, snack time etc.
- c) Deal quickly, firmly and fairly with any complaints, involving parents where necessary in a

## **POSITIVE AND CALM MANNER.**

- d) The manager to review the Nursery Policy and its degree of success.
- e) The staff will continue to have a firm but fair approach to behaviour management. The rules should be few, simple and easy to understand.
- f) Do not use teaching materials or equipment which gives negative views of any group because of their ethnic origin, gender, etc.
- g) Encourage children to discuss how they get on with other people and to form positive attitudes towards other people, exploring what friendship is.
- h) Encourage children to treat everyone with respect.
- i) We will treat bullying as a serious offence and take every possible action to eradicate it from our Nursery. Follow the ethos of BE KIND, CARE and SHARE.
- j) Have suitable training to continue personal development within Behaviour management both on an individual and group basis.

## **ACTION TO BE TAKEN WHEN BULLYING IS SUSPECTED.**

We will support children by following the **six steps of conflict resolution** as follows:

- Approach calmly, stopping any harmful actions
- Acknowledge all children's feelings
- Gather information from all parties
- Restate the problem
- Ask for ideas and solutions and choose one together
- Be prepared to give follow up support.

We will speak openly with parents/carers in order to formulate a mutual agreement regarding action to move the situation forwards in a way which meets individual needs. If necessary, outside agencies will be contacted in order to support the setting, child and parents/carers.

## **Staff anti bullying Policy**

### **Objective**

The purpose of this policy is to communicate to all employees, including supervisors, managers that Cranford Nursery will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

### **Definition**

Cranford defines bullying as repeated inappropriate behaviour, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Such behaviour violates Cranford's Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

### **Examples**

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behaviour on the individual that is important. Cranford considers the following types of behaviour examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property
- **Gesture bullying:** Nonverbal threatening gestures; glances that can convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising voice at an individual in public or in private.
- Using verbal or obscene gestures.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Ignoring or interrupting an individual at meetings.
- Public reprimands.
- Repeatedly accusing someone of errors that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumours and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do his or her work (e.g., overloading, under loading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions).
- Inflicting menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

# **Parent, carer & other agency workers anti bullying policy**

Bullying and Harassment by parents, carers, relatives, visitors or other agency workers.

Staff have the right to be treated with respect and dignity at all times.

Staff who perceive they are subject to incidents of bullying or harassment by carers, relatives, visitors or other agencies should report the incident to management and if it cannot be resolved then management will complete an incident report form and report the matter to their manager at RIU.

**Signed..... Date.....**