



# ANTI BULLYING POLICY

June 2024

Date of Approval	Designated Safeguarding Lead	Safeguarding Trustee	Review Date
01/02/2024	Andrew Quartermain, CEO	Jane Fenoulhet	01/01/2025

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## **1.0 Statement**

Pro Corda is completely opposed to bullying and will not tolerate it. It is entirely contrary to the values and principles we work and live by. All members of Pro Corda's community have a right to work in a secure and caring environment. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment.

## **2.0 Principles**

- Course participants have a right to learn free from intimidation and fear.
- The needs of the victim are paramount.
- Pro Corda will not tolerate bullying behaviour.
- Bullied course participants will be listened to.
- Reported incidents will be taken seriously and thoroughly investigated.

## **3.0 Definition of Bullying**

Bullying is an act of aggression, causing embarrassment, pain or discomfort to someone. It can take a number of forms; physical, verbal, making gestures, extortion and exclusion. It is an abuse of power. It can be planned and organised, or it may be unintentional. It may be perpetrated by individuals or by groups of course participants.

### **3.1 Forms of Bullying**

- Physical violence such as hitting, pushing or spitting at another course participant.
- Interfering with another course participant's property, by stealing, hiding or damaging it.
- Using offensive names when addressing another course participant.
- Teasing or spreading rumours about another course participant or his/her family.
- Belittling another course participant's abilities and achievements.
- Writing offensive notes or graffiti about another course participant.
- Excluding another course participant from a group activity.
- Ridiculing another course participant's appearance, way of speaking or personal mannerisms.
- Misusing technology (internet, mobiles and/or social media) to hurt or humiliate another person.

## **4.0 Responsibilities of all Stakeholders**

### **The Responsibilities of Pro Corda Staff**

Our staff will:

- Foster in our course participants self-esteem, self-respect and respect for others.
- Demonstrate by example the high standards of personal and social behaviour we expect of our course participants.
- Be alert to signs of distress and other possible indications of bullying.
- Listen to children who have been bullied, take what they say seriously and act to support and protect them.
- Report suspected cases of bullying to the Matron or Course Director who will report it to Andrew Quartermain, CEO.
- Follow up any complaint by a parent about bullying, and report back promptly and fully on the action which has been taken.
- Deal with observed instances of bullying promptly and effectively, in accordance with agreed procedures.

### **The Responsibilities of course participants:**

We expect our course participants to:

- Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity.
- Intervene to protect the course participant who is being bullied, unless it is unsafe to do so.
- Report to a member of Pro Corda staff any witnessed or suspected instances of bullying, to dispel any climate of secrecy and help to prevent further instances.

### **Anyone who becomes the target of bullies should:**

- Not suffer in silence, but have the courage to speak out, to put an end to their own suffering and that of other potential targets.

### **The Responsibilities of Parents and carers**

We ask our parents and carers to support children and young people and Pro Corda by:

- Watching for signs of distress or unusual behaviour in their children, which might be evidence of bullying.

- Advising their children to report any bullying to Matron or the Course Director and explain the implications of allowing the bullying to continue unchecked, for themselves and for other course participants.
- Advising their children not to retaliate violently to any forms of bullying.
- Being sympathetic and supportive towards their children, and reassuring them that appropriate action will be taken;
- Keep a written record of any reported instances of bullying.
- Informing Pro Corda of any suspected bullying, even if their child(ren) is/are not involved;
- Co-operating with Pro Corda, if their child(ren) is/are accused of bullying, try to ascertain the truth, and point out the implications of bullying, both for the children who are bullied and for the bullies themselves.

### **The Responsibilities of All**

Everyone should:

- Work together to combat and, hopefully in time, eradicate bullying.

## **5.0 Preventative Measures**

- Promotion of positive behaviour around Leiston Abbey and at all Pro Corda courses, events and activities.
- Matron and pastoral support on residential courses to promote wellbeing and minimise any likelihood of bullying.
- Use of Pro Corda's own Equality Policy, Safeguarding and Child Protection Policy, and Safeguarding Adults Policy to protect course participants.

## **6.0 Procedures for dealing with incidents of bullying behaviour**

- Steps taken to support and respond to the needs of both bullied and bullying course participants.
- Records kept of any incidences
- Contacting parents/carers of all course participants concerned in the bullying incident and an investigation into the circumstances.
- Feedback to those concerned.
- The possibility of expulsion from further Pro Corda courses and activities.
- Contacting relevant professionals