



Funtastic Club Policies & Procedures

Number 03

Anti Bullying Policy



Anti Bullying Policy

Children are made aware that we have an anti-bullying policy and are encouraged to report any incidences unknown by staff members to prevent future occurrence.

What you can do to help prevent bullying in our club

It is important to tell the member of staff who is responsible for you straight away. If for any reason you cannot do this, tell another member of staff, or your parent(s) as soon as possible.

Report bullying straight away, and always remember to ask yourself if your own behaviour has caused others to get angry or upset at you.

You can help to keep our club a safe and happy place if you:

- Always report any bullying to yourself or bullying to others to a member of staff,
- Never join in with the bullying,
- Stay in area's which are supervised by staff.

If you are found to be being a bully

- Those at home will be informed as soon as possible and will be asked to sign the 'incident book' where the incident will be recorded.
- You will be required to make a full and proper apology to the person you have bullied.
- Your parent(s) or guardian(s) may be asked to meet with the manager to discuss your behaviour.
- You may be required to explain your behaviour to the parents(s) or guardian(s) of the person you have bullied.
- If necessary, you will be excluded from the club until you can agree to behave in a more pleasant way.

Any instances of suspected bullying must be reported to the Club Manager who will be involved in taking the following steps to deal with the matter.

Immediately upon becoming aware of the incident, staff will:

- Interview the alleged bully,
- Interview the alleged victim,
- Interview any witnesses,
- Bring victim and bully together to explore each other's feelings and endeavour to draw out from the bully what they can do to make things better for the victim,
- Agree a strategy with both parties to resolve the situation,
- In the meantime, monitor the situation and progress made.

Assessors Name	Updated on	Reviewed on	Signature
Regine Natchoo	September 17	September 18	R.Natchoo
Regine Natchoo	September 18	September 19	R.Natchoo

