

Anti Bullying Policy

(When working with children/young people)

What is bullying?

Bullying behaviour can be defined as repeated aggression, be it verbal, psychological, or physical, which is conducted by an individual or group against others.

Examples of bullying include:

- Teasing
- Taunting
- Threatening
- Hitting
- Extortion
- Exclusion

SWICN Policy on Bullying when working with children/young people

The SWICN will not tolerate any bullying behaviour by children/young people or adults and will deal with any incidents immediately in accordance with this policy.

This policy covers:

- Children/young people bullying other children/young people
- Adults bullying children/young people
- Children/young people bullying adults

The policy is as follows:

- All children/young people and adults who participate in activities run by the SWICN will be treated with dignity and respect by adults and other children/young people and will not be subject to bullying.
- All children/young people and adults who participate in activities run by the SWICN have a responsibility to treat other children/young people and adults with dignity and respect and refrain from bullying behaviour.
- It will be made clear to all children/young people and adults participating in SWICN events/activities that bullying is not acceptable and that other children/young people and adults should be treated with dignity and respect.
- There will be adequate supervision by SWICN or other staff/volunteers at all events/activities involving children/young people. This will help prevent bullying.
- SWICN or other staff/volunteers will monitor all events/activities run by the SWICN involving children/young people to ensure that no bullying is taking place.
- If a SWICN or other staff/volunteer witnesses bullying or suspects that bullying is taking place, he/she will follow the procedure outlined below.
- If a child/young person witnesses bullying or suspects that bullying is taking place, he/she should report it to a SWICN or other staff/volunteer. The SWICN or other staff/volunteer will follow the procedure outlined below.
- If a child/young person is the victim of bullying he/she should report it to a SWICN or other staff/volunteer who will follow the procedure outlined below.

Procedure for dealing with bullying

- All reports of bullying will be recorded, investigated, and dealt with by an appropriate SWICN staff member or other staff/volunteer.
- The SWICN or other staff member who has received the complaint or witnessed the bullying will consult with the SWICN Child Protection Officer, if present, or the most senior SWICN staff member present to decide who is the most appropriate person to follow up on the complaint.
- The staff member dealing with the complaint will keep a record of the alleged bullying incident(s) and the investigation and action taken.
- The staff member dealing with the complaint will speak separately to all involved in order to get all sides of the story. The staff member should also speak to others who may have witnessed the incident(s), if appropriate. The staff member will interview all involved in a calm manner and will seek answers to what, where, when, who, and why.
- If the victim of the alleged bullying is a child, their parent/guardian will be informed of the complaint and the outcome of the investigation.
- If the perpetrator of the alleged bullying is a child, their parent/guardian will be informed of the complaint and the outcome of the investigation.
- If the perpetrator of the alleged bullying is an adult, the CEO of the SWICN or the parent organisation of the staff member/volunteer (if appropriate) will be informed of the complaint and the outcome of the investigation.
- If the staff member dealing with the complaint concludes that bullying *has not* taken place, the following action will be taken:
 - ◆ The complainant, alleged victim, and alleged perpetrator(s) will be informed of the outcome of the investigation and the reasons why it was concluded that bullying did not take place
 - ◆ Support will be given to the complainant, alleged victim, and alleged perpetrator(s) if necessary
 - ◆ A meeting will be arranged between the alleged victim and alleged perpetrator to discuss the issues involved if both are agreeable and it is deemed appropriate
- If the staff member dealing with the complaint concludes that bullying *has* taken place, the following action will be taken:
 - ◆ The complainant, alleged victim, and alleged perpetrator(s) will be informed of the outcome of the investigation and the reasons why it was concluded that bullying took place
 - ◆ Support will be given to the victim
 - ◆ A meeting will be arranged between the victim and perpetrator(s) to discuss the issues involved if both are agreeable and it is deemed appropriate

- ◆ A meeting will be held with the perpetrator(s) to discuss the bullying behaviour. They will be informed of the disciplinary action which will be taken as a result of this bullying behaviour

Disciplinary Action

When the inquiry into the alleged bullying incident has taken place and it has been concluded that bullying occurred, it will be necessary to take some disciplinary action against the perpetrator(s) of the bullying. The disciplinary action should be agreed between at least two staff members of the SWICN and should be appropriate to the seriousness of the incident(s).

If the perpetrator of the bullying is a child/young person, the parent/guardian of the child/young person and the child/young person will be informed of the disciplinary action which will be taken. If the perpetrator of the bullying is an adult, the following people will be informed of the disciplinary action which will be taken:

- The Chief Executive Officer of the SWICN
- The Chairperson of the organisation which the adult works for (if relevant)
- The perpetrator

The options for disciplinary action include:

- ◆ For serious incidents involving children/young people, sending the child/young person home and not allowing them to participate in any further SWICN events/activities
- ◆ For less serious incidents involving children/young people, allowing the child/young person to continue to participate in the event/activity once they have apologised to the victim and stated that they would not engage in any further bullying behaviour. Their behaviour would then be closely monitored.
- ◆ Providing support to the child/young person to get them to understand that their behavior is not acceptable, and monitoring their behaviour
- ◆ For serious incidents involving a member of the SWICN, transferring the person out of the SWICN or transferring them to an area within the SWICN where they will not have any dealings with children/young people. (All actions taken in relation to the SWICN staff will be in accordance with the Health & Safety ACT guidelines on harassment, sexual harassment, and bullying and relevant employment law)
- ◆ For offences involving staff/volunteers from other organisations, informing their parent organisation of the offence and not working with that staff member or volunteer again