



## **Anti-Bullying Policy:**

It is the policy of Ducklings Childcare Ltd to eliminate any form of bullying or personal harassment and to ensure that the working environment is sympathetic to all employees. We therefore operate an anti-bullying and anti-harassment policy. All employees, trainees, students and employers are seen as individuals and are treated equally and with respect at all times. Any forms of bullying or harassment of any members of the nursery staff or trainees, and alike whilst in Ducklings Childcare Ltd will be dealt with using the grievance procedure.

Any person subject to any form of abuse, whether verbal or physical will be encouraged to make a formal complaint. Any kind of intimidating behaviour towards any person, for any reason will not be tolerated. Bullying and harassment takes many forms and it will not be treated lightly. All employees of Ducklings Childcare Ltd are required to adhere to this policy at all times. Disciplinary action at the appropriate level will be taken against employees committing any form of personal harassment.

### Parents

Parents meetings are the first opportunity to explain approaches used to tackle bullying issues. We emphasise the importance of working as a three way partnership between parents, children and staff all sharing responsibility.

### Prevention by means of Good Practice

Staff will create an environment in which children feel safe by:

- Planning activities appropriate for children;
- Providing sufficient work materials;
- Considering age and ability of children;
- Providing strategies for sharing, e.g. timers;
- Using language of sharing and caring;
- Taking time to explain the right and wrong ways of relating to their friends;
- Monitoring and evaluating situations;
- Promoting positive behaviour;
- Encouraging respect for each other;



- Encouraging respect for resources;
- Being aware of the different types of bullying.

### Circle Time

- We will use small group time to talk about feelings and how they can be managed, giving children and staff the opportunity to raise relevant issues for discussion.
- We teach the children to say 'No' and put up their hand if they do not want to become involved in an activity or they do not like a behaviour displayed by another child.
- Use of puppets to reinforce positive behaviour.

### Some Types of Bullying

- Verbal Bullying – most common, name calling, teasing, taunts, threats;
- Non-verbal Bullying – gesture, body language, facial expression;
- Physical Bullying – any physical gesture from a push to some form of physical assault;
- Social Exclusion Bullying – being left out, isolated;
- Extortion Bullying – forcing someone to hand over play materials;
- Hiding Things – particularly relevant with young children, as they can be sensitive about precious items;
- Spoiling Things – destroying a game.

### Possible Signs of Being Bullied

Some things to look out for in children's behaviour:-

- Unwillingness to come to nursery;
- Visible signs of anxiety and distress in certain situations;
- Lack of enthusiasm/concentration during activities;
- Reluctance to speak or take part in activity;
- Becoming withdrawn;
- Getting upset for no obvious reason;
- Feeling unwell.

These signs may indicate other problems, but bullying should be considered.



Procedures for Dealing with Bullying

- Staff are aware of signs of bullying.
- A consistent approach is used throughout the nursery.
- Bullying is tackled across the curriculum, e.g. role-play, circle time, stories, rhymes and using puppets.
- Encouraging co-operative play to develop social skills.
- Unacceptable behaviour is explained to children.
- Self-esteem of potential victims is boosted, e.g. by giving them jobs of responsibility.
- Staff monitor and evaluate the situation.
- Staff work in partnership with parents (face to face, phone, letter).

If any parent has a concern about their child, a member of staff will be available to discuss those concerns. It is only through co-operation that we can ensure that our children feel confident and secure in their environment, both at home and in the nursery. All concerns will be treated in the strictest confidence.