

1 CHESTERFIELD STUDIOS – BUILDING POLICIES AND PROCEDURES

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1.5 ANTI-BULLYING POLICY

1.5.1 POLICY STATEMENT

Chesterfield Studios Ltd acknowledges that bullying behaviour is unacceptable and will not be tolerated and endeavours to ensure that a secure environment is provided for everyone who wishes to participate in the performing arts. Chesterfield Studios Ltd acknowledges that bullying can take place and may need to be addressed amongst any combination of persons that are present at Chesterfield Studios, regardless of their role: participant, volunteer or staff member.

1.5.2 AIMS AND OBJECTIVES

In order to achieve the principles of the Policy Statement Chesterfield Studios will:

- Create an environment where people feel secure, have their viewpoints valued and are encouraged to talk and are listened to
- Continue to develop awareness in all staff of bullying behaviour and their responsibilities in identifying it
- Ensuring that all staff are aware of the referral procedures at Chesterfield Studios
- Providing information for parents/carers outlining procedures laid down within this and other related Chesterfield Studios policies
- Ensure people know there are adults at Chesterfield Studios whom they can approach if they are worried
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1.5.3 RESPONSIBILITIES

The Operations Director will ensure that:

- this Policy is properly implemented and reviewed
- staff members are aware of their responsibilities

1.5.4 DEFINITIONS OF BULLYING

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- **Emotional** being unfriendly, excluding, tormenting (e.g. hiding possessions, using threatening gestures).
- **Physical** pushing, hitting, kicking or any use of violence.
- **Racist** racial taunts, graffiti, gestures
- **Sexual** unwanted physical contact or sexually abusive comments
- **Homophobic** because of, or focusing on the issue of sexuality
- **Religious** because of or focusing on the issue of faith
- **Verbal** name-calling, sarcasm, spreading rumours

- **Cyber** all areas of internet, such as email and internet chat room misuse, mobile phone threats by text messaging and calls, misuse of associated technology, i.e. camera and video facilities and internet-based forums

1.5.5 PROCEDURE

- The Operations Director will implement and review the Anti-Bullying Policy.
- Incidents should be reported to staff and subsequently to the Operations Director
- Incidents will be recorded by staff and in serious cases, parents should be informed and will be asked to visit to discuss the problem
- If necessary and appropriate, police or safeguarding bodies will be consulted in line with the safeguarding policies
- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
- An attempt will be made to help the bully (bullies) change their behaviour

OUTCOMES

- The bully (bullies) may be asked to genuinely apologise. If possible, the participants will be reconciled
- In very serious cases, suspension or exclusion could be considered
- After the incident(s) have been investigated and dealt with, each case will be monitored

MONITORING & RECORD KEEPING

- All incidents should, ideally, be written up within 24 hours on an incident report form
- Reports should be signed by the staff member/volunteer, with the name printed and designation.
- Reports and records should be passed to the Principal who in turn will take responsibility for the safe storage and processing of this information.
- All information gathered should be treated with strict confidentiality

EVALUATION

Records of incidents are kept and used to inform future practice. Spot checks and occasional surveys are also used. Evaluation and review will ensure that the Youth Theatre remains responsible to changing needs whilst striving to protect young people from bullying.