

**Spiral Sussex**

**Anti-Bullying**  
**Policy and Procedure**

**November 2018**

## Spiral Sussex

### Anti-bullying

#### Policy and Procedure

This policy and procedure has been approved by the Executive Committee of Spiral Sussex which are responsible for its review.

The original signed copy of this policy and procedure is kept at Spiral Sussex's office.

Signed: Mark Shanahan Date: 6<sup>th</sup> November 2018

Name: Mr Mark Shanahan

Chair of Trustees

Signed Marc Blackwell Date: 6<sup>th</sup> November 2018

Name: Mr Marc Blackwell

Trustee

Record of adoption and review of this policy and procedure:-

- Adopted:
- To be reviewed: (+2 years from the adopted date)

## **Spiral Anti-bullying Policy & Procedure**

### **1. Introduction**

Staff and staff member includes Spiral interns, employees, bank workers and volunteers.

Spiral is committed to promoting the safety of the people who use our services. We are committed to providing a caring, friendly and safe environment so service users can take part in activities in a relaxed and secure atmosphere.

Therefore, the purpose of this policy is to provide our staff, service users and their parents and carers with clear information about Spiral's commitment to prevent and respond to bullying.

Reference should be made to Spiral's other policies and procedures, particularly those which deal with safeguarding children and vulnerable adults, health and safety and making complaints.

### **2. Scope of this policy**

This policy covers the bullying of a service user by another service user(s).

Allegations of bullying of service users by Spiral staff or any person unknown to Spiral will be covered under Spiral's policies which deal with safeguarding children and vulnerable adults.

### **3. Statement Spiral is committed to the following:**

- Every person has a right to an environment where safety, security, praise, recognition and opportunity to participate is commonplace
- There is respect for individuals' feelings and views
- Everyone is important and that our differences make us unique
- We show appreciation of others by acknowledging individual qualities, contributions and progress

Merton Mencap will not accept or condone any form of bullying. All forms of bullying will be addressed.

#### 4. Definition Government guidance defines bullying as

'Behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally' (Preventing and Tackling Bullying, DfE 2017)

Examples of bullying can be:

**Physical:**

Pushing, kicking, hitting, any use of violence, low level but persistent disruption or intrusion (e.g. invading person space, making noises that are known to disturb the other person), over-enthusiastic physical horseplay aimed at triggering a negative response from the other person

**Emotional:**

Unfriendly, being excluding

**Verbal:**

Name-calling, sarcasm, spreading rumours, offensive language, annoying or persistent banter

**Motivated by prejudice:**

Racial taunts, graffiti, gestures, attacking someone's religion, sexual orientation, disability, family circumstances, triggered by a perceived difference between children

**Discriminatory:**

Homophobic, related to appearance or difference Cyber: Threats by text message, email, gaming or social media (which can include the use of images and video)

5. Signs and symptoms A service user may indicate that they are being bullied by showing some of the signs and symptoms, below. It is important to note, however, that the presence of these is not proof that any bullying has occurred, nor does their absence mean that bullying has not occurred.

In this context, it is essential that staff remain alert, in particular to unexplained changes in behaviour and should be concerned if the service user:

- does not want to attend our services and activities
- becomes withdrawn, anxious or lacking in confidence
- has possessions which are damaged or go missing
- has unexplained cuts or bruises
- seems too frightened to say what is wrong
- is afraid to use the internet or their mobile phone

6. Procedure for responding to bullying Spiral recognises that service users who are being bullied may not report the matter to staff.

Therefore, staff will be alert to the signs and symptoms of bullying, through their safeguarding training.

If an instance of bullying is suspected or reported, the following steps will be taken:

- The matter will be dealt with immediately by the member of staff, who will ensure the safety of all involved
- A clear account of the concern will be recorded on the relevant incident form by the member of staff, which will be given to the relevant Session Manager or other Safeguarding person, as appropriate.
- The matter will be discussed with the relevant service user and/or their parent or responsible carer, as appropriate.

Where it has been identified that bullying may have occurred, the person who has been bullied will be supported by Spiral staff by:

- offering them an opportunity to discuss the experience
- providing reassurance that any bullying will be addressed
- discussing the matter with the person, their parent or responsible carer.

If it is established that bullying has occurred by another service user, we will discuss this with the person responsible and try to support the person to change their behaviour. Those who bully will be counselled and encouraged to stop bullying. The person carrying out bullying and may be moved to a different session time or different service in order to prevent further access to the person they have been bullying and to protect that person. The outcome of the matter will depend on

the circumstances, but Spiral also reserves the right to exclude any service user from attending or continuing to attend a service or activity.

Any incident of bullying involving a child will be discussed with their parent or responsible carer. If an incident involves someone over the age of 18, details will be discussed with their parent or carer if the service user gives us permission to or if a parent carer acts as a deputy for that person or has power of attorney for that person with regard to their care needs.

## **7. Reporting an issue arising at a Spiral session**

The first point of contact for most people will be the lead person of the session concerned. Alternatively the Spiral Administration office should be contacted. In either instance the concern will be discussed between the Session leader and the Safeguarding team or Manager and a report raised. The Session leader will contact the service user and family or support staff to keep them involved in the investigation. If the issue was not dealt with at source to the satisfaction of the Service user and the Session leader then further action will be taken.

Members or their carers/support staff may also now initiate an investigation by making a confidential report via the Spiral website “spiralsussex.com”.

## **8. Reporting an issue arising outside of a Spiral Session**

Occasionally we receive reports of concern about service user activity which has taken place outside of Spiral activities:

- Spiral users while attending alternative organisation activity
- Spiral users attending a council or private day centre
- Spiral users attending college
- Spiral users using E-services ie Facebook, Twitter, Messaging.

In these cases we will initially notify the organisation concerned, for them to initiate an investigation, during which, Spiral would request to be jointly involved, as there is ongoing contact between service users

at Spiral activities. Depending upon the level of concern Spiral may also generate an external Safeguarding report to the appropriate authorities. In the case of cyber bullying Spiral will involve the carers/parents/support staff of both service users examine the issues and develop an action plan.

**This policy should be referred to in conjunction with the  
Spiral Safeguarding of Adults and Children at risk Policy.**