

## Anti-Bullying Policy

**Ippon Karate Academy** aims to ensure that all children in our care have fun in a safe and caring environment. It is the responsibility of the volunteers to do everything possible to protect the children from all forms of bullying. If bullying does occur all children should be able to tell and know that incidents will be dealt with promptly and effectively. Bullying is the use of aggression with the intention of hurting another person causing pain and distress for the child.

When a child tells us of a bullying incident the ways we will deal with it are as follows. The staff will listen to the child who is being bullied and reassure them that they are safe and have done the right thing by telling someone.

If the bullying is not reported but a member of staff observes that it is taking place, they will take the child aside and try to encourage them to open up about what's been happening to them.

All reports of bullying will be treated seriously, the staff will try to get as much detail as possible from the child about the other children who are suspected of bullying, when it occurs and how often it occurs.

Even if the bullying is not happening in the club, the staff still has a responsibility to try and help the child, for instance in school, then the staff should inform the child's parents and suggest them inform the relevant authorities.

The worker will explain to the child that in order to help them the child protection officer has to be informed. The child protection officer will sit with the worker and the child and will allow the child to recount the story freely. The worker will use open and not leading questions to try to get as much detail from the child as possible.

The child protection officer should keep a record about what the child has said. In circumstances where any member of staff is named as the bully then the child protection officer will be contacted immediately.

If any allegation is found to be true, then the child protection officer will try to establish why the child has been bullying and explain the hurt it causes their victim. The child protection officer will remind the child of the clubs behaviour policy and explain that bullying is not acceptable. The consequences if their behaviour continues will also be explained. If possible the child protection will try to reconcile both parties. When the parents of those involved collect the children the staff will ask to speak to them privately and explain what's been happening and what has been done to try to resolve the situation. They will also be reminded of the clubs behaviour policy and ask that they enforce this.

**Excluding a child from the club will only be used as a very last resort.**