



WORKS 4 U

Behaviour Management and Anti- Bullying Policy

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Foreword

1. Behaviour Management

Our aim is to seek to address the understanding causes of difficult behaviour as well as to manage the behaviour itself. Behaviour management implies a range of possibilities rather than a single strategy for all difficult situations. Our prime concern is to protect the interest and wellbeing of all the young people using our service and for the safety and respect of our staff. The word 'discipline' where used in the policy means that which supportively controls young people who have difficulty controlling themselves. The concept of punishment is seen that which relieves others frustrations and therefore unproductive for supportive control. It is seen to be more positive to think about the consequences' or 'sanctions' when working out strategies to help young people learn about control. Supportive control is anything that: Sets limits and helps the young people to stay within them. Does not harm self-esteem, Say's "I want things to go well for you", Is also about affection therefore and say's "I care about you", Say's "I know it's scary for anyone to be out of control", Is supportive therefore, Helps young people learn about control, Implies they will learn it for themselves one day, Is good role modelling for this. The situation is complex and different strategies will be appropriate depending on the nature of the behaviour and the staff assessment of the situation. However, the golden rule is that:

- No form of corporal punishment is to be used in any circumstances.
- Young people must not be locked in rooms or cupboards.
- The sanction of confiscation of goods should be applied of a consequence that young people know about beforehand and is not therefore the source as a bullying response.

Time-out for young people is to be done as a short-lived supportive control measure and not therefore the source of punishment or depriving young people of adult support. Physical restraint is to be seen as an extreme strategy for use in extreme circumstances. Government guidance states that it must only be used to prevent likely injury to the young person or others, or likely serious damage to property. Restraint if used must be a last option. The type of restraint must be supportive holding only, that is, there must be no intention to hurt, only to keep safe.

Calling the police in violent situations must be seen as a last resort and only when staff feels the situation is beyond their control and may result in serious injury or damage. Staff members must avoid hitting, lashing out or pushing in the heat of the moment. This does not prevent a staff member from taking responsible action to defend him/her or others if attacked by a young person, particularly if a weapon is used. Giving feedback is considered to be a crucial part of the process in all management of difficult behaviour. At the same time when everyone is calm, it is necessary to talk to the young person to try to gain some understanding of the situation, how it arose, what they wanted, whether there was a course of action that would have worked better for all concerned. It is very important that all serious incidents of difficult behaviour are reported to the service manager as soon as possible. The service manager will advise on any follow up actions necessary and how the incident and it's handling be recorded. The decision to send young people home or contact their parents should only be made in consultation with the service manager or the team leader. Particular on going strategies to deal with the behaviour management of individual young people must be discussed and approved by the service manager.

1.1 List of Prohibited Sanctions:

1. Corporal punishment.
2. Any corporal assault of any kind (e.g. pinching, twisting skin, anything done with the intention to hurt).
3. All on the 'bullying list' [Please see "Bullying"]

1.2 Exclusion Policy - as described above, it will always be our intention to seek young person's modification to acceptable behaviour. However, there may be circumstances where a young person's behaviour results in their exclusion from our centre. Examples could include:

- Behaviour that threatens the health, safety and wellbeing of the young person, other learners, members of staff or visitors to our centre
- Verbal abuse to other learners or staff
- Young people under the influence of drugs or alcohol
- Behaviour that strongly impedes the learning, testing or examining of other learners
- Refusal to carry out a reasonable instruction or request by a member of staff
- Any other behaviour deemed to be unacceptable by the Centre Manager

1.3 Exclusion Procedure

If the danger is imminent, the young person may be asked to leave the premises immediately.

If it is felt that the serious threat to any individuals or property exists, the Centre Manager may decide to involve the police. The school and parents will be notified by telephone of the action taken.

If the Centre Manager feels it appropriate, a member of staff will accompany the young person back to school or home.

The Centre Manager will conduct a full investigation into the incident before deciding whether it would be safe for the young person to return to the centre and any conditions attached to that return.

Detailed records will be kept of the incident or behaviour, the investigation and any follow-up action.

2. Bullying

Bullying is a type of physical, verbal or emotional abuse, or any combination of these, of one or more person(s) by one or more person(s). It can be one time incident or repeated over a period of time.

2.1 Bullying includes:

Name calling

Teasing

Offensive comments (including by text, letter or email)

Mocking

Taunting
Taking from another against their will
Kicking
Spitting
Hitting
Pushing
Threatening
Creating feelings of powerlessness for another as a deliberate/harmful act
Creating isolation for another as a deliberate/harmful act
Coercion
Humiliation
Intimidating behaviour
Using obscenities
Using obscene gestures
Abuse of organisational power
Abuse of adult power
Abuse of power of status

Bullying exists because:

There are those who seek to make themselves feel powerful via harmful behaviour towards others; bullies can act in subversive / secretive, and therefore undetectable ways; the victims of bullying may be afraid to tell; those in authority can deny that bullying is happening; those in authority may have no strategies to stop bullying; some believe that bullying is an acceptable and normal part of life.

2.2 Young People being bullied:

For Works 4 U all forms of bullying are entirely unacceptable. If any of our young people are being bullied:

- We will always work to empower those children.
- We will always work to prevent/stop bullying.
- We will all work to ensure that there is an adequate authority measure put in place for those bullying.
- We will always work to help those who are being bullied.
- We will always work with the family/carer to produce strategies to help those who are bullied.

2.3 Young People Bullying: If any of our young people are bullying:

- We will always work to stop bullying.
- We will always work to put appropriate boundaries around their behaviour as soon as possible.
- We will always work to help those who bully to help find better ways to be with others.
- We will always work with families/carers to produce strategies to help those who bully.

If another person tells you that a young person is being bullied, or your child is bullying or you think a young person is being bullied:

- Carefully record all the details.
- Talk to a support worker.
- Follow any guidance given/plans made.

- There will then be specific steps to follow if the bullying is happening at school.

If a young person tells you they are being bullied:

- Tell the child they have done the right thing talking to you.
- Tell the child that you will get help from a support worker urgently.
- Carefully record the details.
- Talk to a team leader.
- There will then be specific steps to follow if the child is being bullied.

Please ensure that we take all incidents/patterns of bullying very seriously. It is the task of Works 4 U to ensure that steps are taken to bring about an end to bullying of any young person within our establishment.

2.4 Cyberbullying

[Advice for parents and carers](#)

Cyberbullying is bullying that takes place using technology. Whether on social media sites, through a mobile phone, or gaming sites, the effects can be devastating for the young person involved. There are ways to help prevent a child from being cyberbullied and to help them cope and stop the bullying if it does happen.

To see Works4U Online Safety Policy [Click here](#)

Advice for children

The following are some things that parents may wish to consider teaching their children about using the internet safely:

- Make sure you use the privacy settings.
- Always respect others – be careful what you say online.
- Be careful what pictures or videos you upload. Once a picture is shared online it cannot be taken back.
- Only add people you know and trust to friends/followers lists online. When talking to strangers, keep your personal information safe and location hidden.
- Treat your password like your toothbrush – keep it to yourself and change it regularly.
- Block the bully – learn how to block or report someone who is behaving badly.
- Do not retaliate or reply to offending e-mails, text messages or online conversations.
- Save the evidence. Always keep a copy of offending e-mails, text messages or a screen grab of online conversations and pass to a parent, a carer or a teacher.
- Make sure you tell an adult you trust, for example, a parent, a carer, a teacher, or the anti-bullying co-ordinator or call a helpline like Childline on 08001111 in confidence.
- Most social media services and other sites have a button you can click on to report bullying. Doing this can prevent a bully from targeting you and others in the future. Many services take bullying seriously and will either warn the individual or eliminate his or her account.
- While you are on your mobile phone make sure you also pay attention to your surroundings.

Getting offensive content taken down if online content is upsetting and inappropriate, and the person or people responsible are known, you need to ensure they understand why the material is unacceptable or offensive and request they remove it. If the person responsible has not been identified, or refuses to take down the material you should contact the social networking site

directly to make a report and request the content is taken down. The material posted may be in breach of the service provider's terms and conditions of use and can therefore be removed. Some service providers will not accept complaints lodged by a third party. In cases of mobile phone abuse, where the person being bullied is receiving malicious calls and messages, the account holder will need to contact the provider directly. Before you contact a web service provider, it is important to be clear about where the content is, for example by taking a screen shot of the material that includes the web address. If you are requesting they take down material that is not illegal, be clear to point out how it breaks the site's terms and conditions. Where the material is suspected of being illegal you should contact the police directly. NSPCC Netware: Your guide to the social network your kids use – stay up to date and keep your child safe in today's digital world stay up to date and keep your child safe in today's digital world.

All Works4U staff have access to National Online Safety which includes many different online courses/training to help educate staff on what to expect and how to deal with bullying/cyber bullying.

Sessions are completed to educate the learners of cyber bullying, the dangers and how deal with them.

2.5 Further Guidance:

Any individual, learner, parent, carer or teacher who has a concern that incidents of bullying are taking place at Works4U should contact Wendy Mackie, Safeguarding Officer.

Number: 0161 303 1069

Email: wendy@normanmackie.com

National Agencies and Support

Advisory Centre for Education

Advice line for parents on all matters concerning schools.

Contact: 0300 0115 142

enquiries@ace-ed.uk

Anti-bullying Campaign

Advice line for parents and children

Contact: 0207 378 1446 (9.30am – 5.00pm)

Child line

Free confidential help-line for children and young people in any kind of trouble, worry or danger

Contact: 0800 1111

Kidscape www.kidscape.org.uk

Charity established to prevent bullying and promote child protection. Advice for young people, professionals and parents.

Parent line

Free confidential help-line, dealing with a wide range

Contact: 0808 800 2222 (limited times)

www.thinkuknow.org

Resources provided by Child Exploitation and Online Protection (CEOP) for children and young people, parents, carers and teachers.

www.digizen.org

Provides online safety information for educators, parents, carers and young people.

www.ditchthelabel.org

Ditch the Label – one of the largest pro-equality and anti-bullying charities in the world

NSPCC

<https://www.nspcc.org.uk/>

The Anti- Bullying Alliance

<https://www.anti-bullyingalliance.org.uk/>

www.youngstonewall.org.uk – support can be found about issue of bullying because of gender or sexual orientation.