

BULLYING POLICY

Throughout this document, FBMF is used to represent

The From Boyhood to Manhood Foundation

The following steps are those that all members of staff should take when dealing with incidents of bullying.

1. Frequently in all types of situations refer to the school bullying policy, pointing out that it is FBMF policy to disclose bullying.
2. Whenever appropriate in talking to pupils about school life, enquire after their general welfare, whether they have concerns and whether anyone else is causing them to be unhappy.
3. On an accusation of bullying, we ought to:
 - Stop the bullying quickly and effectively
 - Give the person being bullied control over the situation.
 - Bring the bully into an understanding of the result of his or her actions so that they are given the opportunity to stop and modify their behaviour.
4. The following steps must be taken in every case:
 - Interview the person being bullied at depth to ascertain the details of that situation. If necessary interview others to find out the full story.
 - Explain to the person being bullied that one of the worst things about being bullied is the loss of control and the negative feelings that you have about yourself.
5. There are four options as to how to handle the bullying situation, the young person being bullied should choose between them.
 - a) The victim speaks to the bully about what is happening and asks him to stop without the presence of an adult/member of staff.
 - b) The victim speaks to the bully about what is happening and asks him to stop in the presence of an adult/member of staff.
 - c) The member of staff/adult speaks to the bully about what is happening and asks him to stop without the presence of the young person being bullied.
 - d) The member of staff/adult speaks to the bully about what is happening and asks him to stop in the presence of the young person being bullied.
6. In an interview, the following points should be covered:
 - Ask the bully if anyone is making him feel unhappy or unsafe. Check that they know the meaning of bullying within the terms of the bullying policy. If there is a bullying issue for the bully, take details and promise to follow it up later.
 - Tell them that an accusation of bullying has been made against them. Ask if they know who might have made such an accusation. Make notes of any cases or names that they mention.
 - Allow the details to be given by the bully in as much detail as they are prepared to give.

- Say that whether they knew of it or not, their behaviour is making another person feel unhappy or unsafe and that this is unacceptable.
 - Tell them that it must stop, and ask them how they are going to behave differently in future.
 - Procure an undertaking that things will improve, but say that if things don't then the matter will have to be dealt with more severely. Instruct them that this is not a threat but a warning.
 - Bring the two pupils together so that they both understand the situation.
7. Make a phone call to the parents of both the bullied child. A written record of this call should be made with details of information supplied. This might be followed with a call to the parents of the bullying child if the member of staff feels this is necessary, probably after consultation with another member of staff.
 8. Constantly review the situation by a member of staff until they are satisfied that the matter is over.
 9. Any further bullying taking place should be met with appropriate support, possibly counselling, talking to parents, mentoring, movement of child from situation by whatever means, etc. to be offered to the bully or the victim.

Remember:

IN DEALING WITH AGGRESSION

If you find yourself in an aggressive situation, what can you do?

Try to stay calm if someone is starting to get angry. Your body language, voice and response can help to defuse a situation. Take a deep breath, keep your voice on an even keel, and try to help.

Offer an angry person a range of options from which they can choose the one they prefer. They will find it difficult to stay angry.

Do not be aggressive back - this is how anger can escalate into violence.

Are you the best person to deal with this situation? Going to get someone else if often helpful particularly if they can solve a problem that you can't.

Get on the same level as the aggressor. If they are standing so should you. It makes you feel less vulnerable and makes it easier for you to get away or fetch help if necessary.

Keep your balance and keep your distance.

Do not touch someone who is angry.

Don't let your escape route be blocked.

Keep yourself between an escape route and an aggressor so you can still get away.

If the situation is dangerous, then get away as fast as you can. Never remain alone with an actively violent person.

If you cannot get away, then scream or use the panic alarm.

REPORTING AND RECORDING

All incidents of aggression or violence should be reported to management and recorded in the accident book.

Employers have a responsibility to provide a safe working environment. Staff should report any current or potential situation at work which is a threat to personal safety. Talking about fear and other problems related to aggression or harassment are not marks of failure but good practice. A serious incident, even if it results in no physical harm, may cause feelings of fear, panic or despair which can carry on long afterwards. The management of FBMF recognises this and will be disposed to provide whatever support, counselling or time off work seems appropriate.

