



## **Bullying and Harassment Policy**

This policy applies to all staff, including the board of trustees, paid staff, volunteers and sessional workers, students or anyone working on behalf of Sutton Coldfield Choirs.

Sutton Coldfield Choirs believes that a child, young person or adult should never experience abuse of any kind. We have a responsibility to promote the welfare of all children, young people and adults and to keep them safe. We are committed to practice in a way that protects them.

### **The purpose of this policy:**

- to protect children, young people and adults who receive Sutton Coldfield Choirs' services. This includes the children of adults who use our services
- to provide staff and volunteers with the confidence to respond to, and prevent, incidents of bullying in all its forms
- to ensure safety by having rules and practices carefully explained and available for all to see.
- to recognise that all forms of Bullying and Harassment will not be accepted or condoned, either implicitly or explicitly, and all forms of bullying and harassment will be addressed

### **We recognise that:**

Bullying and Harassment can include...

- physical pushing, kicking, hitting, pinching etc
- name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring of individuals
- sectarian/racial taunts, graffiti, gestures
- sexual comments and/or suggestions
- unwanted physical contact.
- unwanted romantic attention

**We also recognise that:**

- children from ethnic minorities, disabled children, young people who are gay or lesbian, or those with learning difficulties are more vulnerable to this form of abuse and may well be targeted
- everyone has the responsibility to work together to stop bullying
- bullying can take place in the 'real world' or via technology: e.g. via online social networking platforms
- everyone will be committed to the early identification of bullying and prompt, collective action to deal with it

**We will seek to prevent bullying and harassment by:**

- ensuring that children and young people know who they can speak to and who will support them
- providing children, young people and adults with access to Helpline numbers
- telling children, young people and adults what is being recorded, in what context and why
- establishing systems to open the door to children, young people and adults wishing to talk about bullying and harassment, or any other issue that affects them
- listening to, and supporting, anyone who reports an incident of bullying, whether or not it is the person who is being bullied, or the person doing the bullying
- investigating any reported incident of bullying objectively and listening carefully to all those involved
- supporting children, young people and adults being bullied, assisting them in upholding their right to rehearse and perform in a safe environment that allows their healthy development
- avoiding sanctions involving long periods of isolation, or which diminish and make individuals look or feel foolish in front of others
- to show appreciation of others by acknowledging individual qualities, contributions and progress
- to respect every child, young person and adult's need for, and rights to, an environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- to respect every individual's feelings and views
- to recognise that everyone is important and that our differences make each of us special
- ensuring that safeguarding policies, e.g. the Social Media, Photography, Filming and Mobile Phone Policy are adhered to
- ensuring that all staff and members understand their role in preventing, reporting, investigating and acting upon reports of bullying or harassment by anyone, against anyone.

Any member of SCC found to be responsible for bullying, or harassing, another choir member, by any means may be required to rescind their membership of SCC and forfeit any subscription fees paid

## **Support to the parents/guardians**

- Parents/guardians should be advised on policies and procedures in relation to bullying
- Any incident of bullying will be discussed with the child/young person's parents/guardians
- Parental/guardian advice on action will be sought and agreements made as to what action should be taken
- Advice on coping with bullying should be given
- support should be offered to parents/guardians including information on other agencies or support lines.

Further information on useful contacts and support agencies is available from the Safeguarding Lead upon request.

**We are committed to reviewing our policy and good practice annually.**

This policy was last reviewed on: 22<sup>nd</sup> November 2014

Signed: .....

(this should be signed by the most senior person in your organization; eg the safeguarding lead on your board of trustees)



## **Equality Action Plan**



## **Equality Monitoring**