

## **ANTI BULLYING POLICY**

UPDATED 18<sup>th</sup> January 2023

### **Overview**

At The Software Charity , we are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that every person attending can develop his/ her full potential.

Bullying, harassment, victimisation and discrimination will not be tolerated. We treat all staff and volunteers fairly and with consideration and we expect them to respect each other in return.

### **Aims and Objectives of this Policy**

The aim of this policy is to try and prevent and deal with any behaviour deemed as bullying. The implementation of this policy will create an ethos where bullying is regarded as unacceptable so that a safe and secure environment is created for everyone. All staff and volunteers at The Software Charity have a responsibility to recognise bullying when it occurs and take appropriate action in accordance with the policy.

### **What Is Bullying?**

The Software Charity has adopted the following collaborative definition of bullying which is our shared understanding of what bullying is:

“The persistent and continued intimidation and/or abuse (either verbal, physical or via social media) carried out deliberately by an individual or group with the intended purpose of harming another individual or which has that effect”.

Bullying can be:

- Emotional - being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures), ridicule, humiliation
- Verbal - name-calling, sarcasm, spreading rumours, threats, teasing, making rude remarks, making fun of someone
- Physical - pushing, kicking, hitting, pinching, throwing stones, biting, spitting, punching or any other forms of violence, taking or hiding someone’s things
- Racist - racial taunts, graffiti, gestures, making fun of culture and religion
- Sexual - unwanted physical contact or sexually abusive or sexist comments
- Homophobic - because of/or focussing on the issue of sexuality
- Online/cyber - setting up ‘hate websites’, sending offensive text messages, emails and abusing the victims via their mobile phones
- Any unfavourable or negative comments, gestures or actions made to someone relating to their disability or special educational needs.

### **Procedures for reporting and responding to bullying incidents:**

Any concerns which are reported will be treated seriously and dealt with immediately in order to determine the most effective approach to resolving the issues identified.

The exact course of action will vary with each situation, but the main objectives should be that bullying incidents are identified, brought into the open, discussed and that strategies are agreed to help resolve the problem. In all incidents of bullying observed, disclosed or suspected, it is important to ensure that:

- Concerns will be acted on immediately on the day they are reported
- Concerns are reported to an appropriate member of the Management Team as soon as possible:
- The receiver of the bullying behaviour is made to feel safe and is given an opportunity to share their concerns fully
- As much information as possible will be gathered and recorded about any incidents, including from any possible eye witnesses
- The receiver is assured that they will be supported and kept safe;
- Appropriate action will be taken quickly to end the bullying behaviour or threats of bullying
- The individuals involved are informed clearly of the course of action/strategies put in place to keep them safe
- Any further support needed will be identified and put in place.