KYA’s Anti Bullying & Harassment Policy

**Policy Statement**

**Your organisation** is committed to providing a caring, supportive and friendly environment where young people learn to value and respect each other and are challenged to reach their full potential through active participation.

**Your organisation** also:

* Respects every child's need for, and rights to, an environment where safety, security, praise, recognition and opportunity for taking responsibility are available
* Respects every individual's feelings and views
* Recognises that everyone is important and that our differences make each of us special
* Shows appreciation of others by acknowledging individual qualities, contributions and progress

Your organisation, therefore, has the following policy on bullying:

* Bullying can include:
* physical pushing, kicking, hitting, pinching or any other unwanted physical contact
* name-calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring or exclusion of individuals
* racial, sectarian or homophobic taunts, comments, graffiti and gestures
* sexual comments and/or suggestions
* threatening or unpleasant emails, text messages or posts on social media sites
* Bullying will not be accepted or condoned. All forms of bullying will be addressed.
* Children and young people from ethnic minorities, disabled children, young people who are gay or lesbian, or those with learning difficulties can be more vulnerable to this form of abuse and may well be targeted.
* Everybody has the responsibility to implement this policy and to work together to stop bullying - young people, parents and youth workers.
* Anyone who reports an incident of bullying will be listened to carefully and told what will be done with the information
* Young people will be told what is being recorded, in what context and why
* Young people being bullied will be supported and assistance will be given to uphold their right to a safe youth club environment that allows their healthy development
* Those who bully will be supported and encouraged to stop bullying

Procedures

* Any reported incidents or suspicions of bullying should be reported to the Programme Manager
* The Programme Manager will investigate the complaint objectively and will listen carefully to all those involved. Where possible, the parties will be brought together to see if the issue can be resolved with a (genuine) apology.
* If appropriate, parents of those involved will be informed and asked to meet with the Programme Manager to discuss the situation.
* If the issue is not resolved the youth club manager will bring together a small panel (Board member, Chairman, senior youth worker) to meet with the parties both together and separately to try and resolve the issue.
* If a satisfactory solution cannot be reached, the small panel will decide on the course of action to be taken.