



## **Anti-Bullying Policy**

**This policy applies to all Time4Sport led services, excluding school managed services, where we will follow the school's individual policy.**

Time4Sport is committed to providing a supportive, caring and safe environment in which all children are free from the fear of bullying. Bullying of any form is not tolerated within our organisation, whether carried out by a child or an adult. Staff, children, parents and carers will be made aware of Time4Sport's position on bullying and the procedures in place to address it.

Bullying behaviour is unacceptable in any form. Any child who is a victim of bullying will be dealt with in a sympathetic and supportive manner. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff informed and reported to the relevant supervisor or manager, who will begin fact-finding and determine any appropriate action.

All relevant staff will be informed where necessary so that monitoring and support can be provided to all children involved. Parents or carers of those involved will be informed where appropriate.

Time4Sport defines bullying as behaviour by an individual or group, usually repeated over time, that intentionally hurts, intimidates, threatens, excludes, humiliates or harms another person physically or emotionally. Serious one-off incidents may also be treated as bullying where appropriate.

Bullying can take many forms, including but not limited to:

**Physical Bullying:** Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping, punching or using any form of physical aggression against another person.

**Psychological Bullying:** Behaviour intended to create fear, anxiety, intimidation or distress in another person.

**Emotional Bullying:** Deliberately excluding, isolating, humiliating, tormenting or making another person feel unwelcome or left out of activities, games or social groups.

**Verbal Bullying:** Name-calling, insults, threats, teasing, put-downs, spreading rumours or making fun of another person's appearance, abilities, beliefs or background.



**Cyberbullying:** Bullying behaviour carried out through digital technologies including social media, messaging platforms, online gaming, websites, email, text messages or the sharing of images and videos.

**Sexual Bullying:** Unwanted sexual comments, gestures, jokes, touching, sexual harassment, sharing sexual images, or behaviour intended to humiliate, intimidate or harm another person.

**Discriminatory Bullying:** Bullying motivated by prejudice or discrimination relating to a person's race, colour, nationality, ethnic or national origins, religion or belief, disability, sex, sexual orientation, gender reassignment or any other protected characteristic.

Incidents of discriminatory bullying will be recorded as such and reported to parents or carers where appropriate.

Time4Sport recognises that some incidents of bullying may constitute a safeguarding concern. Where bullying involves significant harm, discriminatory behaviour, sexual harassment, sexual violence, online abuse, coercive behaviour, or presents a risk to a child's welfare, the matter will be managed in accordance with the Time4Sport Safeguarding and Child Protection Policy.

Time4Sport also recognises that bullying may form part of peer-on-peer abuse (child-on-child abuse) and will respond appropriately where behaviour is harmful, abusive, coercive, discriminatory or causes significant distress.

### **Preventing Bullying Behaviour**

Staff at Time4Sport will foster an anti-bullying culture by:

- Encouraging caring, respectful and inclusive behaviour.
- Promoting positive friendships and healthy relationships.
- Encouraging paired, group and team play.
- Encouraging children to report concerns without fear of retaliation.
- Discussing bullying and respectful behaviour with children in an age-appropriate manner.
- Helping children understand the impact and consequences of bullying behaviour.
- Promoting equality, diversity and inclusion.
- Creating an environment where all children feel valued, respected and safe.

### **Responding to Bullying Behaviour**

Time4Sport acknowledges that despite all efforts to prevent it, bullying behaviour may occur. Should an incident arise, the following procedure will be followed:



- All incidents of bullying will be addressed promptly, thoroughly and sensitively.
- Children who have experienced bullying will be given the opportunity to discuss the matter with a member of staff who will listen, reassure and support them.
- They will be reassured that their concerns will be taken seriously and handled appropriately.
- Staff will support the child who has experienced bullying, monitor their welfare and provide ongoing reassurance where necessary.
- If another child witnesses bullying and reports it, staff will reassure them that they have done the right thing and investigate the matter.
- If a member of staff witnesses an act of bullying involving children or adults, they will report the matter to the supervisor or manager immediately.
- Children who display bullying behaviour will be supported to understand the impact of their actions and encouraged to develop positive and respectful behaviour.
- Staff will work with children involved to resolve issues appropriately and restore positive relationships where possible.
- Where bullying behaviour continues or is particularly serious, further action may be taken, including involvement of parents or carers, safeguarding procedures, behaviour management processes, suspension from activities, or other appropriate measures.

### **Bullying Involving Adults**

Time4Sport does not tolerate bullying by staff, volunteers, contractors, parents, carers or visitors.

Any allegations involving adults will be investigated by management and may be managed under the Company's disciplinary, complaints, safeguarding, code of conduct or other relevant procedures.

### **Recording and Monitoring**

All incidents of bullying will be reported to Management and recorded on an Incident Log.

Records will include:

- Details of the incident.
- Individuals involved.
- Actions taken.
- Outcomes and follow-up measures.
- Any ongoing monitoring required.



Records will be stored securely and handled in accordance with the Company's data protection and confidentiality requirements.

Management and relevant staff will regularly review bullying incidents and the effectiveness of this policy to ensure practices remain appropriate, effective and aligned with safeguarding responsibilities.