

# Howard Street Nursery School Anti-Bullying Policy For Staff

## What do we mean by bullying

Bullying is an abuse of power – that is, a more powerful person or group will be intentionally causing harm, physically, emotionally or psychologically to a less powerful person or group.

It is generally agreed that a single incident of verbal or physical aggression is not necessarily considered to be bullying – there needs to be evidence of persistent victimisation over a period of time. Similarly, it is not bullying when two children/young people of approximately the same age and strength have the occasional fight or quarrel.

Bullying can be:

- Physical (such as violent acts or non-consensual touching)
- Verbal (such as name calling.
- Non-verbal (such as glaring at someone).
- Sexual (such as making lewd comments or non-consensual sexual touching)
- Social (such as excluding someone from social groups)
- Technological (such as cyber bullying or sending hateful text messages or emails)

Bullying can be motivated by many reasons and can be targeted at a variety of aspects of a person's character. We can be bullied because of:

- Our appearance
- Our lack of confidence
- Our family situation
- Our disability
- Our ability
- Our size
- Our gender
- Our religion
- Our sexual orientation or perceived sexual orientation
- Our economic status
- Our racial group
- Where we come from
- Our special needs

## **Prevention of Bullying**

Staff at Howard Street Nursery School agree that prevention is the key aspect to managing bullying. Bullying will be regarded as a serious issue and actions will be taken to ensure that this policy is adhered to

## **Individual's Responsibilities**

- Individuals have a duty to co-operate with their employers in minimising, as far as reasonably practical, work related bullying.
- Individuals have a part to play in making reasonable adjustments when working practices have to change due to circumstances beyond the Nursery's control e.g. nursery review, change of management, OFSTED inspection.
- Anyone who feels they are suffering from bullying should, wherever possible, inform a member of the SMT so that he/she will have an opportunity to resolve the problem.
- If anyone feels that they are unable to raise the matter with their SMT, they should then contact the Educational Human Resources or Health and Safety Support Service or share their concerns with a trusted colleague or Governor. The matter will be dealt with in confidence, unless the individual concerned gives express permission for information to be shared.

If an individual believes there is a factor in the workplace causing the bullying, then this should be brought to the attention of the Headteacher or the SMT.

## **Manager's Responsibilities**

- Managers at all levels have a key role to play in considering the work load and health implications of decisions concerning staff.
- SMT at Howard Street Nursery School recognise that the style of management adopted has an impact on stress levels amongst staff and opportunities for bullying by other members of staff.

It is the responsibility of managers to:

- a) Ensure that adequate risk assessments are carried out to evaluate stress and bullying.
- b) Keep under review sickness absence and staff turnover to identify any problem area
- c) Be able to identify and respond to issues of work related bullying.
- d) Be aware that bullying is minimised in an organisation where there exists a mutual trust, promotion of self-esteem, shared objectives and common goals.
- e) Act on information/reports received from Educational Human Resources.

## **Employer's Responsibilities (L. A.)**

- Give their employees comprehensive and relevant information about work-related stress and bullying.
- Put measures in place to manage, so far as is practicable, work related bullying.
- Ensure that adequate resources are in place to support the policy.

## **Strategies for dealing with bullying (relating to all staff)**

### **Factor 1: CULTURE**

- SMT aim to communicate regularly with staff to assess if systems are working and highlight any area of concern.
- Adopt a partnership approach.
- Involve staff in the planning process.
- Offer internal support to all staff.

### **Factor 2: DEMANDS**

- Ensure that there are sufficient resources in terms of money, people and time to do the work.
- Ensure that staff have appropriate training to do their job.
- Encourage staff to talk to the Headteacher or the SMT at an early stage (before people feel that they can't cope).
- Communicate as a team about what needs to be done. Allow for flexibility to gain team cohesion.
- SMT to lead by example.
- Have sufficient and suitable risk assessments.

### **Factor 3: CONTROL**

- All staff to plan as a team, being given the opportunity to share ideas.
- Ensure all staff are able to use their various skills to get tasks completed and provide time to allow for this e.g. after the children have left at 3.30pm.
- Monitor staff in terms of reinforcing the development of their knowledge and skills.

#### **Factor 4: RELATIONSHIPS**

- All staff aim to work in partnership.
- Policies are in place relating to issues concerning Howard Street Nursery School. All staff are aware of and have access to these policies.
- New policies are communicated to staff before being implemented.
- Staff are keen to develop a culture of trust between all.

#### **Factor 5: CHANGE**

- Any changes which are deemed necessary within Howard Street Nursery School will be discussed with staff and explanations of what is hoped to be achieved explained.
- New developments will be communicated as soon as possible.
- Whenever possible, face to face communication will be preferred.
- SMT have an open door policy for all staff. Confidentiality if key, whatever the problem.
- All staff are given the opportunity to comment upon and ask questions before any change is instigated. Whole school discussions are encouraged.

#### **Factor 6: ROLE**

- All staff are aware of their clearly defined role (job description).
- Staff are encouraged to talk at an early stage if they are not clear of their priorities.
- Headteacher to talk to all staff regularly about expectations/own professional development.
- Staff are encouraged to share their concerns.
- Staff are provided with suitable and sufficient training to do their job.

This policy will be reviewed in 12 months.

Date; \_\_\_\_\_

Date of review; Autumn 2016