* Children will be encouraged to immediately report any incident of bullying they witness. They will be reassured that what they say will be taken seriously and handled carefully.
* Staff have a duty to inform the manager if they witness an incident of bullying involving children or adults at the club.
* If a child or member of staff tells someone that they are being bullied, they will be given the time to explain what has happened and reassured that they were right to tell.
* The individual who has been the victim of bullying will be helped and supported by the staff team. They will be kept under close supervision and staff will check on their welfare regularly.
* In most cases, bullying behaviour can be addressed according to the strategies set out in the Behaviour Management Policy. The bully will be encouraged to discuss their behaviour and think through the consequences of their actions. Where appropriate, they will be encouraged to talk through the incident with the other person concerned.
* Where bullying behaviour persists, more serious actions may have to be taken, as laid out in in the Suspensions and Exclusion Policy.
* A member of staff will inform the parents/carers of all the children involved in a bullying incident at the earliest opportunity, and a Behaviour Report Form completed. If appropriate, staff will facilitate a meeting between the relevant parents/carers. At all times, staff will handle such incidents with care and sensitivity.
* All incidents of bullying will be reported to the Manager and Knightwood Kids Club Committee, and will be recorded in the Incident Record Book. In the light of reported incidents, the Committee, the Manager and other relevant staff will review the Clib’s procedures in respect of bullying.

**Further Guidance**

* [www.4children.org.uk](http://www.4children.org.uk)

Policy Start Date 1st September 2000

Last Reviewed 1st September 2007

Signed Mike Reed

 Chair of KKC Committee

Policy Reviewed Date 1st November 2010

Policy Review Date 1st November 2011

Signed

Policy Reviewed Date 29th March 2013

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