



Trinity Safe Space Anti-Bullying Policy

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Charity number: 1194939

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Trinity Safe Space

Anti-Bullying Policy

RATIONALE

Within the Trinity Safe Space, relationships will be nurtured; respect, trust, openness and good listening fostered, and partnerships developed with children, young people, parents/carers, Trustees and the community. The goal is the creation of a secure, safe, happy, orderly, caring, environment which provides opportunities for personal growth

In this context, with the co-operative ethos, bullying is less likely to emerge, but **prevention is better than cure** and nowhere is free of risk. Bullying can have a devastating effect on victims; it can lead to absenteeism, under-achievement, and, in the worst cases, to depression and suicide. For the silent majority who witness bullying or who know that it is happening, the weight can be traumatic leading to feelings of worry, fear and guilt. Thus, to develop positive self-images and self-worth, bullying must be prevented in the charity.

CONTEXT

Why do we at the Trinity Safe Space have an Anti-Bullying Policy?

We have a responsibility to safeguard everyone. The aim of this document is to ensure a unified approach is practised across the charity when dealing with bullying behaviour.

What is in the Anti-Bullying Policy?

Our Policy sets out the rights of all stakeholders in relation to bullying.

It contains definitions of bullying and signs and signals for staff, volunteers, service users and other stakeholders to be vigilant - signs that may indicate that a person has been, or is being bullied. It also contains information on how to communicate concerns, procedures to deal with allegations and proactive and reactive strategies to combating bullying.

Our Policy takes into consideration guidance that exists, *(it is important to note that guidance will change over time and the latest guidance should always be taken into consideration)*, data available and training undertaken. The Policy will be subject to regular review to ensure it conforms to the latest guidance.

It reflects current practice within the charity. The implementation of the Policy is the responsibility of all staff, volunteers and stakeholders. This Policy is supported by and links closely to other policies such as the E-Safety / Acceptable User Policy, Equality and Diversity Policy and Confidentiality Policy, all of which safeguard and promote the welfare of service users.

Supporting Information

We as a charity recognise that the following **principles are promoted** in relation to anti-bullying:

- We will not tolerate bullying under any circumstances and all members will challenge any bullying, prejudice and discrimination at all times recognising and respecting the difference and diversity of our community
- We expect good behaviour from all and expect staff/volunteers to model good behaviour
- We value our services/programmes and the right of each individual to learn, play, take part and work in a safe environment
- We expect each individual to take responsibility for his/her actions, understanding how our actions affect others

We as a charity are aware that some instances of bullying and harassment will constitute a criminal offence. These instances may involve a hate crime or hate incident. If the incident does constitute a criminal offence, individuals are advised to contact the Police by the charity.

Our Policy takes into account and will interface with the 'Halton Safeguarding Children Partnership Pan-Cheshire Multi-Agency Safeguarding Children Procedures.'

GUIDELINES

Definition

The Department for Education defines bullying as:

"Behaviour by an individual or group usually repeated over time, that intentionally hurts another individual or group physically or emotionally." (Preventing and Tackling Bullying, 2012)

Bullying is, therefore:

- **Repetitive and persistent.** Bullying is usually experienced as part of a continuous pattern and it can be extremely threatening and intimidating even when very subtle. Nevertheless, sometimes a single incident can have precisely the same impact as persistent behaviour over time
- **Intentionally harmful.** The act of bullying intends harm to another individual although occasionally the distress it causes is not consciously intended by all of those who are present
- **Involves an imbalance of power.** Bullying leaves someone feeling helpless to prevent it or put a stop to it. In some cases, an imbalance of power may mean that bullying crosses the threshold into abuse. This would require implementation of safeguarding procedures
- **The wilful, conscious desire to hurt someone.** It can be physical, verbal, psychological, or emotional. It can be short-term or can continue over years. It may be individual intimidation or

group bullying. It can occur from nursery to adulthood and to persons from all backgrounds, races, cultures and from each sex. (Appendix I - Bullying Behaviour)

We recognise that there are levels of bullying. It can take many forms, but the main types are:

- physical (for example, hitting, kicking, theft)
- verbal (for example, racist or homophobic remarks, threats, name-calling)
- emotional (for example, isolating an individual from the activities and social acceptance of their peer group)
- cyber – mobile phone calls, text messages, pictures or video clips, emails, chat rooms, instant messaging, social networking websites

Recognising bullies / victims

There is no unique collection of characteristics that make bullies, they are not recognisable stereotypes. However, both male and female bullies do have things in common. (Appendix II - Early Warning Signals)

Bullies can also be victims, although bully/victims are in a minority. Victims are likely to be children/young people or adults vulnerable to harm who are not assertive (timid), unlikely to fight back, loners with few friends, anxious or fearful, younger children and those outside a group. It must be remembered that vulnerability is not always visible to adults.

Immediate response to bullying

- Remain calm
- Take the incident or report seriously
- Reassure the victim
- Listen carefully
- Think about whether the action needs to be private or public
- If it appears to be bullying, rather than bossy or boisterous behaviour, then put the charity's procedures into operation.

THE SIGNS OF BULLYING

There is no certain way of spotting that a person is being bullied. Staff/volunteers should be vigilant in order to identify any of these physical or behavioural changes in a person as soon as possible.

The following physical and behavioural signs have been identified by many agencies who have undertaken research around bullying (including Kidscape, BullyonLine, NHS Choices, Anti-bullying Alliance) as indicators that bullying has or is taking place:

- Significant changes in normal behaviour or attitude
- Challenging behaviours
- Appearing upset
- Anger
- Being withdrawn
- Quietness
- Depression
- Appearing frightened or subdued, possibly in the presence of particular people
- Flinching at actual or anticipated physical contact
- Asking not to be hurt
- Refusal to eat
- Refusal to participate
- Unwillingness to travel on public transport

- Not wanting to go to a certain venue
- Starting to bully others
- Incontinence
- Vomiting
- Unexplained illness
- Claims of feeling unwell with no apparent signs or symptoms
- Bruising or other physical marks
- Torn clothing
- Unexplained loss of money or possessions
- Sleepless nights
- Repeating words the perpetrator has said to them, e.g. “shut up or I’ll hit you”.

We also recognise the role of service users and other stakeholders in reporting incidents and not taking on a role of bystander, if they witness an incident of bullying. We aim to promote a positive, caring ethos within our charity.

Victims are more likely to have the following vulnerability characteristics:

- Lack of assertiveness, anxious or fearful and unlikely to “fight” back
- Loners with few friends
- Children/young people or adults with Special Educational Needs, learning disabilities or disabilities
- Appearance
- Ability
- Health issues, including mental health, diet, etc
- Home circumstances
- Social class
- Ethnicity
- Gypsy/Roma and Traveller children/young people/adults
- Looked After Children/Young People
- Lesbian/Gay/Bisexual or Transgender children
- Young carers

To support all service users within the charity, we focus on each individual. Evidence of this is recorded as appropriate through different methods, which can involve regular tracking and monitoring of absence and attendance rates, assessment frameworks, service user voice and other targeted support.

PROCEDURE

We as a charity recognise the need for a prompt response to an incident that appears to be bullying. The following list of actions might be used by staff/volunteers depending on the perceived seriousness of the incident:

- Remain calm
- Discuss and log incident with victim using patience or understanding. Consider what preceded the incident(s) and environment that might make the victim more vulnerable
- Listen carefully. Allow the victim or reporter of the incident to tell his/her story. He/she may wish to have another person present, such as a friend
- Record events using exact wording at every stage, including actions agreed/taken
- Try to establish what type of bullying is taking place and where, how often the bullying is occurring, who is carrying out the bullying and how the victim is responding to the bullying
- Advise the victim not to hit out at the bully or bullies as they themselves may end up being accused of bullying

- Discuss options to resolve the situation, agree actions, advise the victim of what happens next
- Identify the bully/bullies. Obtain witnesses if possible
- Arrange to speak with the alleged perpetrator(s), to be able to define the experience from each person's view
- If it appears to be bullying, make the unacceptable nature of the behaviour clear to the bully, ensuring the act is separate to the person
- Try to enable the bully to see things from the victim's position
- Explain clearly the reparation needed
- Inform the Senior Staff member who will have overall responsibility for overseeing the records, reports and the effectiveness of interventions of the incident
- Complete the charity's Bullying Incident Report Form (guidance for this is attached in Appendix VI)
- Arrange to meet the parents/carers/specified contacts of all of those involved in the incidents (Think ahead about supporting both victim and bully)
- Discuss relevant documentation and resulting action with parents/carers/specified contacts and what they can do to reinforce and support the charity's action
- Arrange follow up discussions within an agreed timetable

The types, rates and patterns of bullying, and the effectiveness of the charity's actions to prevent forms of bullying, including cyber-bullying and prejudice-based bullying related to SEN/disability/learning disability, sexual orientation, sex, race, religion or belief or gender reassignment are taken into account.

We, as a charity are aware that the charity has a responsibility to safeguard people outside charity premises and it is our responsibility to safeguard and take action, providing evidence that we have done so. We are teaching our service users about staying safe online and internet safety and the consequences of inappropriate actions.

The charity aims to analyse incident logs, behaviour in and out of sessions, complaints, pupil/parent/carers, and other stakeholder voice, rewards and sanctions and to respond to these appropriately.

We as a charity continually monitor and measure the effectiveness of our Anti-Bullying Policy and practice and will make changes to bring further improvements to the procedure, as appropriate. The safety and wellbeing of service users and all stakeholders is the basis for this Policy and work on anti-bullying conducted by the charity.

PREVENTATIVE TACTICS

The Content of Activities

In all aspects of charity life there is an emphasis on the importance of relationships.

Individuals in the community:

- value one another publicly
- give frequent praise, encouragement and support
- celebrate successes, their own and others' and share problems

Thus, some of the bullying which emerges from feelings of being unloved, valueless and unable to express oneself are avoided.

Specific work may be undertaken on bullying and its effects.

Proactive strategies for the charity involve:

- Sessions supporting service users in understanding what bullying is and how to combat it, encouraging them to problem solve. Through these sessions, service users are encouraged to talk about their feelings and things that are worrying them
- Activities involve valuing diversity and the role of the bystander
- Peer support, buddy systems, structured games and other support mechanisms
- Restorative practice approaches
- Resilience building, nurture strategies and emotional literacy discussions
- Involving parents/carers/specified contacts and professionals in being proactive
- Any person considered to be at risk is counselled individually and the staff/volunteers and person work towards a resolution
- Bullying is talked about openly
- A focus on the issues of relationships
- Problem solving activities are employed effectively in many areas of activities and service users work together
- Useful information in the form of posters or resources
- Mechanisms to capture the voice of the service users
- Bullying information placed in newsletters and people actively involved in creating anti-bullying displays

Proactive activities for the charity involve:

- Ensuring service users are aware of exploitation in relationships
- Challenging offending behaviour, prejudice, bullying, racism and discrimination assertively
- Taking the initiative in giving and receiving support
- Devoting time to non-conflict resolution.
- Participating in a range of activities and events as part of national Anti-Bullying Week, an event which has a different theme each year and takes place, usually, in November.
- Talking openly about bullying is talked about openly
- Providing information to parents/carers/specified contacts which support the charity's position on bullying

ANTI-BULLYING AMBASSADORS

The Trinity Safe Space may decide to recruit and train anti-bullying ambassadors who will actively support the staff and volunteers with the anti-bullying agenda and activities.

Supervision

We ensure that key areas of the charity's premises and activities are adequately supervised, and staff /volunteers are vigilant. Service users are given opportunities to take responsibilities and demonstrate initiative (peer mentors for example).

Training

The charity ensures that staff, volunteers and Trustees receive the latest, appropriate training and guidance on behaviour and anti-bullying legislation, responsibilities and strategies.

COMMUNICATION

Parents/carers/specified contacts are made aware of the charity's policy at the first meeting and through the available documentation. Parents/carers/specified contacts know that the charity acts to prevent bullying, not just to deal with bullying incidents.

There is an induction process for service users. Every effort is made to ensure that they move into the charity with ease and are comfortable in their new surroundings.

New intakes are reassured that bullying is not permitted and this is a warning to potential bullies that such behaviour is unacceptable from the outset. A positive, caring ethos demands a prevention of bullying strategy in operation throughout the charity.

If any bullying incidents occur these are reported to the Trustees on a three-monthly basis.

CYBER BULLYING

Mobile, internet and wireless technologies have increased the pace of communication and brought benefits to users worldwide. However, their popularity provides increasing opportunities for misuse through 'cyber bullying'. It is crucial that service users, who are particularly skilful at adapting to new technology, use their mobiles and the internet safely and positively, and that they are aware of the consequences of misuse. Staff, volunteers, parents/carers/specified contacts and service users have to be constantly vigilant and work together to prevent this form of bullying and tackle it wherever it appears.

The advent of cyber bullying adds a worrying dimension to the problem of bullying – there is no safe haven for the person being bullied. Unlike other forms of bullying, cyber bullying can follow people into their private spaces and can be at any time. Cyber bullies can send their messages to a wide audience with incredible speed and can often remain unidentifiable and unseen.

Cyber bullying leaves no physical scars, so it is, perhaps, less evident to a parent/carer/specified contact or worker, but it is highly intrusive and the hurt it causes can be very severe. Young people are particularly adept at adapting to new technology, an area that can often seem a closed world to adults.

Types of cyberbullying

There are many ways of bullying someone online and for some it can take shape in more ways than one. Some of the types of cyber bullying are:

Harassment - the act of sending offensive, rude, and insulting messages and being abusive, nasty or humiliating comments on posts, photos and in chat rooms or being explicitly offensive on gaming sites

Denigration – when someone may send information about another person that is fake, damaging and untrue or sharing photos of someone for the purpose to ridicule, spreading fake rumours and gossip. This can be on any site online or on apps. Some people even alter photos of others and post them online for bullying

Flaming – when someone is purposely using really extreme and offensive language and getting into online arguments and fights. They do this to cause reactions and enjoy the fact it causes someone to get distressed

Impersonation – when someone hacks into someone's email or social networking account and use the person's online identity to send or post vicious or embarrassing material to/about others. The making up of fake profiles on social network sites, apps and online are common place and it can be very difficult to get them closed down

Outing and Trickery – when someone may share personal information about another or trick someone into revealing secrets and forward it to others. They may also do this with private images and videos

Cyber Stalking – the act of repeatedly sending messages that include threats of harm, harassment, intimidating messages, or engaging in other online activities that make a person afraid for his or her safety. The actions may also be illegal depending on what they are doing

Exclusion – when others intentionally leave someone out of a group such as group messages, online apps, gaming sites and other online engagement. This is also a form of social bullying and a very common

Bullying by spreading rumours and gossip

The worst thing about social networking sites and messaging apps is that anything nasty posted about you can be seen by lots of people and these posts can go viral very quickly and be shared by so many people within minutes in some cases.

From feedback gathered from people who have been bullied online, the most vicious gossip and rumours are often spread by people who were once best friends, so it is best to keep secrets and personal information to yourself. Only tell people things if it would not embarrass you if other people found out about them. Posting false and malicious things about people on the internet can be classed as harassment.

Threatening behaviour

Anyone who makes threats to people on the internet could be committing a criminal offence. It is against the law in the UK to use the phone system, which includes the internet, to cause alarm or distress. It could also be against the 1997 Protection from Harassment Act – amended in 2012. If threats are made against people, then it is essential they confide in someone they trust so that they can make a complaint to the police. If they cannot print out the threats, use the "print screen" button or snipping tool to take a snapshot of the computer screen and then save that somewhere safe. Or if you have a phone or tablet, use the screenshot function and keep these images safe.

Blackmail and grooming

There have been many complaints from young people that new "friends" online have tried to pressure them into taking their clothes off and filming or taking images of themselves. Threats have been made that their parent/carer will be told embarrassing things if they do not take part or they will send the images to everyone they know if they do not do it.

This is an offence called "grooming" in the UK and people who have been found guilty of "grooming" have been jailed. Remember: everyone you meet on the internet is a stranger and you need to keep personal things personal to you, do not share your secrets with other people and if anyone asks you to do anything that makes you feel uncomfortable then do not do it.

Sometimes people report others in relationships trying to make their boyfriend or girlfriend send sexting images of themselves to prove they love them or want to be with them. It is against the law for anyone under the age of 18 to take, send or redistribute pictures of anyone under the age of 18.

CEOP is The Child Exploitation and Online Protection Centre and they investigate cases of sexual abuse and grooming on the internet. Anyone can report incidents by clicking the red button on the top right-hand corner of the CEOP website. Although the police can get information from a computer's hard drive, it is helpful if people do not delete anything until the police have decided whether they need it as evidence.

When comments get abusive

There are quite a few instant messaging apps including Snapchat, WhatsApp, Secret, Whisper, TikTok, and Instagram. They are a great way of sharing things with friends and having fun. But if things turn nasty anyone can block people from seeing you are on line and you can save abusive conversations or print them out as evidence.

It is tempting to have a go back if someone makes a rude posting on your online space, social network or app but do not. This is called flaming and it just makes the problem worse. Abusive comments are very upsetting but the best way to deal with them is to get them removed by the website.

Inappropriate images

It is easy to save any pictures of anyone on any site and upload them to the internet. Make sure that you have the person's permission to take a picture and that they are happy for thousands of people to see it on the internet. Be wary of tagging, liking and hashtags as these will send the picture out to a wider audience than you may have originally intended.

Do not upset people and then upload their pictures for other people to have a laugh. That could be harassment. Do not digitally alter pictures of people either, because what you think is funny may be offensive to other people. Do not let anyone take pictures of you that might embarrass you.

Innocent bystander

There is no such thing as an innocent bystander and if you have seen someone being bullied online, you can report it to the online site or app. Ignoring it may feel like the easiest thing to do but the person who is being subjected to that bullying may need your help and support to get it stopped. Most sites now have a report button which is something you can do, and this will send the bullying comments to the site to investigate.

HATE CRIME

A hate crime is any incident that constitutes a criminal offence that is perceived by the victim, or any other person, as being motivated by prejudice or hate. It could involve physical attack, threat of attack or verbal abuse or insult around issues such as race, faith, homophobia, transphobia or disability.

A hate incident may or may not constitute a criminal offence but is perceived by the victim, or any other person as being motivated by prejudice or hate.

If an incident appears to be a hate crime or incident, we recognise the need for this to be reported to the police if appropriate or contact made with one of Halton's reporting centres (see Appendix VIII).

REVIEW

The Anti-Bullying Policy will be reviewed in the light of training and changes in legislation or at the request of a member of the charity community. If there are any amendments, service users and parents/carers/specified contacts will be informed, and they will be agreed by the staff and Trustees.

BULLYING BEHAVIOUR

Bullying ranges from just a look (subtle intimidation) to vicious assault. At the extreme end of the spectrum, people have been physically maimed, driven to suicide and even murdered.

- Name calling including racist name calling (Please refer to Race Equality Policy)
- Malicious gossip
- Damaging or stealing property
- Coercion into acts against will
- Violence and assault
- Pinching/kicking
- Jostling
- Teasing
- Intimidation
- Extortion
- Ostracising
- Racial Harassment (Please refer to Race Equality Policy)
- Damaging work and equipment
- Text message bullying
- Phone call bullying via mobile phone
- Picture/video-clip bullying via mobile phone cameras
- Email bullying
- Chat room bullying
- Bullying through instant messaging (MSN) and/or social networking sites.

Bullying/Bossiness and Bullying/Boisterous behaviour

Recognise difference between:

<u>Bullying</u>	<u>Bossiness</u>
Focussed on younger smaller and timid children/young people or adults, increasingly relying on threat and force.	Bossing whoever is around at the time
Wilful conscious desire to hurt, threaten and frighten.	Usually grown out of it as they mature and learn social skills
<u>Bullying</u>	<u>Boisterous behaviour</u>
Spoiling others' activities, showing violence and hostility.	More natural, uncontrolled – not vindictive, high spirits, not unfriendly.
Rough, intimidating behaviour	“Larger than life” type behaviour which is not threatening.

EARLY WARNING SIGNALS

Bullies tend to

- have assertive, aggressive attitudes over which they exercise little control
- lack empathy, they cannot imagine what the victim feels
- lack guilt; they rationalise that the victim somehow 'deserves' the bullying treatment

Reasons for being a bully may be

- victim of violence
- enjoyment of power/creating fear
- copying behaviour at home or on TV

Reason for being a victim may be

- race/sex/class
- new person in the session
- person with a family crisis
- disability – or difference of any kind
- low self-esteem
- display 'entertaining' reactions when bullied e.g. loss of control, tantrums

Signs of distress

- withdrawn
- deterioration of work/attention
- spurious illness
- isolation
- desire to remain with adults
- erratic attendance
- general unhappiness/anxiety/fear
- late arrivals
- bed wetting

INVESTIGATING BULLYING BEHAVIOUR

The following steps need to be followed when dealing with bullying behaviour -

- Continue to reassure the victim
- Ask the bullied person to record the events in writing
- Ask the bully to record the events in writing
- Consider the written evidence
- If it is bullying behaviour make the unacceptable nature of the behaviour very clear to the bully
- Try to enable the bully to see things from the victim's position
- Explain clearly the punishment and why it is being administered. (Sanctions / consequences etc)
- Inform the Senior member of the incident
- Complete a Bullying Incident Report Form – Appendix VI
- Arrange to meet the parents/carers/specified contacts of all of those involved in the incident(s)
- Think ahead about supporting both victim and bully
- Show parents/carers/specified contacts written statements, discuss resulting action and what they can do to reinforce and support the charity's action
 - Bullies need help to show them that they can satisfy their needs through working with others rather than in confrontational or competitive ways. Their parents/carers/specified contacts may need to discuss how to help to change their child's/young person's/ward's behaviour to conform with the charity's ethos and expectations
 - Victims need their self-esteem raising through activities which are designed to improve their social skills. They may also need support to counter feelings of inferiority and/or guilt. Parents/carers/specified contacts may need to be advised on how they may help their child/young person/ward. A copy of Appendix IV can be given to parents/carers/specified contacts and Appendix V to victims
- Place the victim's and the bully's accounts of the events with the Bullying Incident Report Form in the 'Incidents' file in the Senior Staff member's Office. If a person is injured, a photograph of the injury needs to be put with the report form

(The fact that the incidents are recorded conveys to all concerned how seriously the charity regards bullying behaviour)
- Inform colleagues if the incident arose out of a situation where everyone should be vigilant, for example, unsupervised areas.

ADVICE AND GUIDANCE FOR PARENTS/CARERS/SPECIFIED CONTACTS

RE: BULLYING BEHAVIOUR

Watch for signs of distress in your child/ young person/ward. There could be an unwillingness to attend sessions at the charity a pattern of headaches or stomach aches, equipment that has gone missing, request for extra pocket money, damaged clothing or bruising.

Take an active interest in their social life. Discuss friendships, how leisure time is spent and the journey to and from the sessions.

If you think your child/young person/ward is being bullied in sessions inform the staff/volunteer immediately and ask for a meeting with your them. Furthermore, when discussing the problem with your son or daughter/ward follow the advice given for victims.

Keep a written record if the bullying persists. It will be painful, but it will provide supportive evidence regarding *WHO, WHAT, WHERE* and *WHEN*.

With the staff/volunteer devise strategies that will help your child/young person/ward and provide her/him with support. If you require further assistance, make arrangements to meet with the Senior Staff member.

If you are not helped by the staff/volunteer, tell a Senior Staff member about your problem.

If you receive no help from the Senior Staff member, then make an appointment to meet with one of the Trustees.

Do not encourage your child/young person /ward to hit back. It will only make matters worse. Such behaviour could be contrary to their nature. More positively, encourage your child/young person/ward to recruit friends. One who has friends is less likely to be bullied.

FOR BOTH VICTIM AND PARENTS/CARERS/SPECIFIED CONTACTS

If your son, daughter or ward is being bullied:

- First, tell him/her that there is nothing wrong with him/her. He/she is not the only victim
- Advise him/her not to hesitate to tell an adult, for example a liked and trusted worker/volunteer
- Together identify those places where the bullying takes place and work out a way to avoid them. If this is not possible, advise that he/she makes sure that there are other trusted people about
- Advise him/her not to try and “buy the bully off” with sweets or other ‘presents’, and not to give in to demands for money
- Together with the worker/volunteer and him/her, work out a plan of action. Should the bullying be repeated the plan must be followed and the worker/volunteer told that it has happened again

A TIME TO TALK

ADVICE FOR CHILDREN/YOUNG PEOPLE/ADULTS RE: BULLYING BEHAVIOUR

- If you think or feel that you are being bullied by another person, tell an adult that you can trust, perhaps your parent/carer or worker. In the Trinity Safe Space everything is handled sensitively and discreetly
- If someone else is being bullied or distressed, take action. Watching and doing nothing can suggest support for the bullying. Tell an adult
- Only accept those who do not bully others into your circle of friends. Stick together. There is strength in numbers. Bullies soon stop if they are isolated
- Never try to “buy the bully off” with sweets or other “presents,” and do not give him/her money. Say “No” to the bully
- Work out a plan of action with the adult that you trust

REMEMBER – IF YOU THINK OR FEEL THAT YOU ARE BEING BULLIED, TELL SOMEONE THAT YOU CAN TRUST, KEEP TELLING until SOMEONE HELPS.

BE PERSISTENT AND INSISTENT.

BULLYING INCIDENT - REPORT FORM

1. PERSON REPORTING INCIDENT

DESIGNATION: (e.g. parent/carer/service user/member of staff)

2. DATE INCIDENT REPORTED

3. VICTIM'S DETAILS:

Name	Age Group	Ethnic Group	Gender
			M/F

4. PERPETRATOR/S' DETAILS

Name	Age Group	Gender
		M/F
		M/F
		M/F

5. DATE, TIME AND PLACE OF INCIDENT

6. TYPE OF INCIDENT (please tick one or more)

Verbal abuse	<input type="checkbox"/>	Written abuse	<input type="checkbox"/>	Graffiti	<input type="checkbox"/>	Physical attack	<input type="checkbox"/>
Damage	<input type="checkbox"/>	Ostracism	<input type="checkbox"/>	Threats	<input type="checkbox"/>	Incitement	<input type="checkbox"/>
Stealing	<input type="checkbox"/>	Coercion	<input type="checkbox"/>	Extortion	<input type="checkbox"/>	Cyber	<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

7. DETAILS OF INCIDENT

8. ACTION TAKEN

9. Have parents/carers/specified contact of victim been informed? YES/NO

Have parents/carers/specified contact of perpetrator/s been informed? YES/NO

10. REPORT FORM COMPLETED BY

Designation

Signed

Designation: Senior Staff member

Date

Please place a copy of this completed form in the Senior Staff member's filing cabinet under 'Incidents' and in the service user'(s) record folder(s) Thank you.

USEFUL INFORMATION

Key Bullying Helplines/Websites for more Information

www.bullying.co.uk

www.anti-bullyingalliance.org.uk

www.childline.org.uk/explore/bullying/pages/bullying.aspx

www.antibullyingweek.org

www.bullybusters.org.uk

www.diana-award.org.uk/anti-bullying

HATE CRIME REPORTING CENTRES IN HALTON

<p>Riverside College (Cronton) Cronton 6th Form Campus Cronton Lane Widnes, Cheshire, WA8 5WA</p>	
<p>Riverside College (Kingsway) Kingsway Campus Kingsway Widnes, Cheshire, WA8 7QQ</p> <p>Open for students</p>	<p>Halton Speak Out Higher House Brookvale Community Centre Northwich Road Runcorn Cheshire, WA7 6PE</p> <p>Phone No: 01928 713877</p>
<p>Liverpool Housing Trust Priory House, Northway Runcorn, Cheshire, WA7 2FS</p> <p>Phone: 01928 796000 Open for Liverpool Housing Trust tenants</p>	<p>Clarion Housing (Widnes) 265 Cherrysutton Widnes WA8 4TH Phone: 0151 424 4830</p> <p>(Open for all tenants on Wednesdays only)</p>
<p>Gay and Lesbian Youth Service GLOW LGBTQ+ Phone: 01928 240406 for further information.</p> <p>Open for all LGBTQ+ young people</p>	<p>Riverside Housing Halton Brook Avenue Halton Brook Runcorn Cheshire, WA7 2NW</p> <p>All tenants of Riverside</p>
<p>Halton Citizens Advice Bureau – Widnes Office Unit 3, Victoria Buildings Lugsdale Road Widnes, WA8 6DJ</p> <p>Open to All</p>	<p>Halton Citizens Advice Bureau –Runcorn Office Unit 1 Shopping City 2 Orchard Walk, Runcorn WA7 2BS</p> <p>Open to All</p>
<p>Ditton Youth & Community Centre Dundalk Road Widnes Cheshire,WA8 8DF Club Tel No: 0151 420 0001 Community Centre No: 0151 423 3121</p> <p>Outreach mobile number is: 07724 615 988</p>	<p>Chapelfield Youth Club Chapelfield Community Centre Wilsden Road Hough Green Widnes, WA8 7XS Club Tel No: 0151 495 1662</p> <p>Outreach mobile number is: 07724 615 988</p>
<p>Murdishaw Youth Club Moorings Close Runcorn Cheshire, WA7 6DQ Club Tel No: 01928 710 273</p>	<p>Palacefields Community Centre The Uplands Runcorn Cheshire, WA7 2UA Club Tel No: 01928 797784</p>

Outreach mobile number is: 07821 396 977	
CRMZ Kingsway Widnes WA8 7QE 0303 333 4300	West Bank Youth Club Transporter House 143 145 Mersey Road Widnes WA8 0DT

<p>Murdishaw Community Centre Barnfield Avenue Murdishaw Runcorn, Cheshire, WA7 6EP</p> <p>Phone No: 01928 718 285</p>	<p>Grangeway Youth & Community Centre Grangeway Runcorn Cheshire, WA7 5HA</p> <p>Club Tel No: 01928 583 320 Community Centre No: 01928 569 474</p>
<p>West Runcorn Youth Centre Russell Road Weston Point Runcorn, Cheshire, WA7 4DP</p> <p>Club Tel No: 01928 581 722</p>	<p>Duke of Edinburgh West Runcorn Youth Centre Russell Road Weston Point Runcorn, Cheshire, WA7 4DP</p> <p>Club Tel No: 01928 581 722</p>
<p>Castlefields Community Centre Chester Close Castlefields Runcorn, WA7 2HY</p> <p>Phone No: 01928 563 839</p>	<p>Upton Community Centre Hough Green Road Widnes WA8 4PF</p> <p>Phone No: 0151 423 1386</p>
<p>Halton Housing Trust Daresbury Point Green Wood Drive Manor Park, Runcorn, WA7 5LT</p> <p>Phone No: 0800 195 3172 or 0303 333 0101</p>	<p>Halton Housing Trust Foundry Lane Widnes WA8 8TZ</p> <p>Phone No: 0800 195 3172 or 0303 333 0101</p>
<p>Staff within Halton's Direct Link Contact Centres have also been trained and can be contacted via the Council's main number:</p> <p>0303 333 4300</p>	
<p>Staff with Halton's One Stop Shops have also been trained. These are drop-in facilities and do not have phone numbers:</p>	
<p>Widnes Direct Link One Stop Shop 7 Brook Street Widnes Cheshire, WA8 6NB</p>	<p>Halton Lea Direct Link One Stop Shop Concourse Level Rutland House Halton Lea, Runcorn, WA7 2ES</p>
<p>Runcorn Direct Link One Stop Shop Church Street Runcorn Cheshire, WA7 1LX</p>	<p>True Vision Website (owned by the Association of Chief Police Officers)</p> <p>www.report-it.org.uk</p>