

**The Courtyard’s Anti-Bullying Policy**

This policy is based on Department for Education guidance **Preventing and Tackling Bullying** July 2017 and supporting documents. It also considers the DfE statutory guidance **Keeping Children Safe in Education** 2022 and **Sexual Violence and Sexual Harassment between Children in Schools and Colleges** guidance. The setting has also read Childnet’s **Cyberbullying: Understand, Prevent and Respond: Guidance for Schools**. However, the Courtyard is not an Educational Establishment and is using these documents for guidance only.

1. **Policy Objectives**

This policy outlines what The Courtyard will do to prevent and tackle all forms of bullying.

The policy has been adopted with the involvement of the Courtyard’s Education Department, along with The CEO, AD and Board of Directors.

The Courtyard is committed to developing an anti-bullying culture where the bullying of adults, children or young people is not tolerated in any form.

**2) Links with Other Policies and Practices**

This policy links with several school policies, practices and action plans including:

* Behaviour policy
* Complaints policy
* Child Protection policy
* Code of Conduct

**3) Links to Legislation** There are several pieces of legislation which set out measures and actions for education establishments, like schools. Although The Courtyard is not an educational establishment, it does take children’s welfare very seriously, and as such, for guidance, it makes reference to the legislations below, in response to bullying, as well as to criminal and civil law.

These may include (but are not limited to):

* The Education and Inspection Act 2006, 2011
* The Equality Act 2010
* The Children Act 1989
* Protection from Harassment Act 1997
* The Malicious Communications Act 1988
* Public Order Act 1986.

**4) Responsibilities**

It is the responsibility of:

*(this section doesn’t need to be bullet pointed)*

The Chief Executive & Artistic Director (AD) to communicate this policy to the Courtyard community, to ensure that disciplinary measures are applied fairly, consistently, and reasonably, and that a member of the Senior Leadership team has been identified to take overall responsibility (currently the AD).Board of Directors to take a lead role in monitoring and reviewing this policy.

All staff, including Board members, Senior Leadership, Practitioners(both inhouse and freelancers) to support, uphold and implement this policy accordingly.

Parents/Guardians to support their children and work in partnership with The Courtyard.

Youth Theatre Members to abide by the policy.

The policy can be found on The Courtyard’s website: <https://www.courtyard.org.uk/youth-theatre/>

**5) Definition of Bullying**

Definition of Bully:

According to Gov.UK <https://www.gov.uk/bullying-at-school/bullying-a-definition#:~:text=intended%20to%20hurt%20someone%20either,religion%2C%20gender%20or%20sexual%20orientation>

There is no legal definition of bullying. However, it’s usually defined as behaviour that is:

* Often aimed at certain groups, for example because of race, religion, gender or sexual orientation
* Repeated
* Intended to hurt someone either physically or emotionally.

It takes many forms and can include:

* Physical assault
* Teasing
* Making threats
* Name calling
* Cyberbullying - bullying via mobile phone or online (for example email, social networks and instant messenger)
* Bullying can be defined as ‘behaviour by an individual or a group, repeated over time, that intentionally hurts another individual, either physically or emotionally’.
* Bullying can include physical and emotional abuse such as name calling, taunting, mocking, making offensive comments, kicking, hitting, taking belongings, producing offensive graffiti, gossiping, peer isolation (e.g. excluding people from groups) and spreading hurtful and untruthful rumours.
* The same unacceptable behaviours can be expressed online; this is sometimes called online bullying or cyberbullying. Specifically this can include sending offensive, upsetting and inappropriate messages by phone, text, instant messenger, through gaming, websites, social media sites and apps, and sending offensive or degrading photos or videos.
* The Courtyard recognise that bullying can be emotionally abusive and can cause severe and adverse effects on children’s emotional development.
* Bullying is recognised by The Courtyard as being a form of child on child abuse.
* Abuse should never be tolerated and an understanding that certain behaviour cannot be excused as anything less serious.
* We recognise that even if there are no reports of bullying, it does not mean it is not happening and it may be the case that it is just not being reported.
* All victims will be taken seriously and offered appropriate support, regardless of where the abuse takes place.

**6) Forms and Types of Bullying Covered by this Policy**

It is important to note that bullying can happen to anyone.

This policy covers all types and forms of bullying including but not limited to:

* Bullying related to physical appearance
* Bullying of young carers, children in care or otherwise related to home circumstances
* Bullying related to physical/mental health conditions
* Physical bullying
* Emotional bullying
* Sexualised bullying/harassment
* Bullying via technology, known as online bullying or cyberbullying
* Prejudiced-based and discriminatory bullying (against Youth Theatre members with protected characteristics) which may include:
* Bullying related to race, religion, faith and belief and for those without faith
* Bullying related to ethnicity, nationality or culture
* Bullying related to Special Educational Needs or Disability (SEND)
* Bullying related to sexual orientation (homophobic/biphobic bullying)
* Gender based bullying, including transphobic bullying
* Bullying against teenage parents (pregnancy and maternity under the Equality Act).

**7) Ethos**

The Courtyard community recognises that all forms of bullying, especially if left unaddressed, can have a devastating effect on individuals; it can create a barrier to effective participation and have serious consequences for mental wellbeing.

By effectively preventing and tackling bullying, The Courtyard can help to create a safe and inclusive (disciplined makes it sound like a strict, school like environment) environment, where Youth Theatre members are able to take part and reach their potential.

The Courtyard community:

• Understands the importance of challenging inappropriate behaviours between peers.

 • Monitors and reviews its anti-bullying policy and practice on a regular basis.

• Supports staff to promote positive relationships to help prevent bullying.

• Recognises that some members of our community may be more vulnerable to bullying and its impact than others.

• Will intervene by identifying and tackling bullying behaviour appropriately and promptly.

 • Will ensure Youth Theatre Members are aware that bullying concerns will be dealt with sensitively and effectively; that everyone should feel safe to participate in The Courtyard participatory programme and all members are expected to abide by the anti-bullying policy.

• Requires all members of the community to work with The Courtyard to uphold the anti-bullying policy.

• Recognises the potential impact of bullying on the wider family of those affected, so will work in partnership with parents/guardians regarding all reported bullying concerns and will seek to keep them informed at all stages.

• Will deal promptly with grievances raised regarding The Courtyard’s response to bullying in line with our complaints policy.

• Seeks to learn from good anti-bullying practice elsewhere.

•Utilises support and advice from external agencies if and when required.

**8) Responding to Bullying Concerns** The following steps will be taken when dealing with any incidents of bullying reported to The Courtyard staff:

* If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached or witnessed the concern.
* The Courtyard will provide appropriate support for the person being bullied – making sure they are not at risk of immediate harm and will involve them in any decision-making, as appropriate.
* The Designated Safeguarding Lead (DSL) will be informed of all bullying concerns, especially where there may be safeguarding issues.
* • The DSL or another appropriate member of the Education Department will interview all parties involved.
* A clear and precise account of bullying incidents will be recorded by The Courtyard in accordance with existing procedures. This will include recording appropriate details regarding decisions and actions taken.
* The Courtyard will speak with and inform other staff members, where appropriate, and within a confidential framework.
* The Courtyard will ensure parents/guardians are kept informed about the concern and action taken, as appropriate and in line with Child Protection and Confidentially Policies.
* Appropriate sanctions and support, for example as identified within **The Courtyard Youth Theatre Behaviour Policy**, **Code of Conduct** and **Child Protection Policy**, will be implemented in consultation with all parties concerned.
* If necessary, other agencies may be consulted or involved, for example the police, if a criminal offence may have been committed, or MASH (Multi Agency Safeguarding) or Early Help if a child is felt to be at risk of significant harm.

 **Cyberbullying** When responding to cyberbullying concerns, that are known to have taken place **within** a Courtyard setting, The Courtyard will:

* Act as soon as an incident has been reported or identified.
* Provide appropriate support for the person who has been cyberbullied.
* Encourage the person being bullied to keep any evidence (screenshots) of the bullying activity to assist any investigation.
* Take all available steps where possible to identify the person responsible, if the cyberbullying is by a fellow member of a Courtyard group.
* Where an individual can be identified, The Courtyard will ensure that appropriate sanctions are implemented to change the attitude and behaviour of the bully, as well as ensuring access to any additional help or support they may need.

Contact their parents/guardians and advise that they Inform the police if a criminal offence may have been committed. Provide information to staff and Youth Theatre members regarding steps they can take to protect themselves online. This may include:

* advising those targeted not to retaliate or reply.
* providing advice on blocking or removing people from contact lists.
* helping those involved to consider and manage any private information they may have in the public domain.

When responding to cyberbullying concerns, that are known to have taken place **outside** of a Courtyard setting, The Courtyard will:

* Provide appropriate support for the person who has been cyberbullied.
* Contact their parents/guardians and advise that they Inform the police if a criminal offence may have been committed.
* Encourage the person being bullied to keep any evidence (screenshots) of the bullying activity to assist any investigation.
* Signpost the individual and their families to relevant agencies that can provide support.

**Supporting Youth Theatre Members** Youth Theatre members who have been bullied will be supported by:

o Practitioners who will reassure the members during sessions and keep a close eye on how they are doing.

o Being offered an *(immediate might not be appropriate)* opportunity to discuss the experience with their Youth Theatre Leader or the DSL.

o Being advised to keep a record of the bullying as evidence and discuss how to respond to any further concerns.

o Being encouraged to work towards restoring self-esteem and confidence in the sessions. Youth Theatre Members who are responsible for any bullying will be supported by:

o Discussing what happened, establishing the concern and stressing the need to change.

o Informing parents/guardians to help change the attitude and behaviour of the child.

o Providing appropriate education and support regarding their behaviour or actions.

o Sanctioning, in line with **The Courtyard** **Youth Theatre Behaviour Policy** and **Code of Conduct**

(this is all stated in the behaviour policy)o Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance; this may include involvement from the Police or referrals to Integrated Children Services or Early Help or support through the Children and Young People's Mental Health Service (CYPMHS).

**Supporting Adults** The Courtyard takes measures to prevent and tackle bullying among Youth Theatre members; however, it is equally important to recognise that bullying of adults, including staff and parents/guardians, is unacceptable.

Adults who have been bullied or affected will be supported by:

o Offering an opportunity to discuss the concern with the DSL an appropriate member of the Education Team,a member of the Senior Leadership Team or The Chief Executive.

o Advising them to keep a record of the bullying as evidence and discuss how to respond to future concerns.

o Where the bullying takes place off site (including online), but has a direct impact on anyone who is involved with The Courtyard, The Courtyard will still investigate the concern (to an appropriate degree) and ensure that suitable action is taken in accordance with the **The Courtyard Youth Theatre Behaviour Policy**

o Reassurance and offering of appropriate support.

o Signposting to local or national organisations to provide further or specialist advice and guidance.

Adults who have perpetrated the bullying will be helped by:

o Discussing what happened with a Senior member of staff and/or the CEO & DSL to establish the concern. Establishing whether a legitimate grievance or concern has been raised and signposting to The Courtyard’s official complaints procedures.

o If online, requesting that content be removed.

**9) Preventing Bullying**

**Environment**

The Courtyard community is made up of the following roles: Youth Theatre Leaders, Participation Manager, Education Administrator and Associate Director.

The whole Courtyard community will:

o Create and support an inclusive environment which promotes a culture of mutual respect, consideration and care for others, which will be upheld by all.

o Recognise that bullying may be affected and influenced by gender, age, ability and culture of those involved.

o Openly discuss differences between people that could motivate bullying (refer back to point 6 for full list),

o Be encouraged to use technology, especially mobile phones and social media, positively and responsibly.

o Work with staff, parents/guardians and outside agencies to prevent and tackle concerns including all forms of prejudice-based and discriminatory bullying.

 o Actively create ’safe spaces’ for vulnerable children, young people and adults.

o Celebrate success and achievements to promote and build a positive Youth Theatre ethos.

**Education and Training** The Courtyard community will:

Train all staff, including those who don’t work directly with children and young people (e.g. FOH, Box Office, Catering, Technical, Marketing and Finance), to identify all forms of bullying and take appropriate action, following The Courtyard’s policies and procedures, including recording and reporting incidents.

**10) Involvement of Young People**

We will:

o , Share policies and procedures with The Courtyard’s Youth Board to ensure that they understand The Courtyard’s approach, have an active part in implementing policies and are clear about the part they play in preventing bullying.

o Regularly listen to Youth Theatre member’s ideas and views on the extent and nature of bullying.

o Ensure that all Youth Theatre members know how to express worries and anxieties about bullying.

o Ensure that all Youth Theatre members are aware of the range of sanctions which may be applied against those engaging in bullying.

**11) Involvement and Liaison with Parents and Guardians**

We will:

o Take steps to involve parents/guardians in developing policies and procedures, to ensure they are aware that The Courtyard does not tolerate any form of bullying.

o Make sure that key information about prejudice-based and discriminatory bullying (including policies and named points of contact) is available to parents/carers in a variety of formats, including via The Courtyard’s website.

 o Ensure all parents/guardians know who to contact if they are worried about bullying and where to access independent advice.

o Work with all parents/guardians and the local community to address issues beyond The Courtyard premises that give rise to bullying.

o Ensure that parents/guardians work with The Courtyard to role model positive behaviour for Youth Theatre members, both on and offline.

o Ensure all parents/guardians know about our complaints procedure and how to use it effectively, to raise concerns in an appropriate manner.

**12) Monitoring and Review: Putting Policy into Practice**

• The Courtyard will ensure that they regularly monitor and evaluate mechanisms to ensure that the policy is being consistently applied.

• Any issues identified will be incorporated into The Courtyard’s action planning.

**13) Useful Links and Supporting Organisations**

The following links may provide additional support to children, staff or families.

• Anti-Bullying Alliance: [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)

• Childline: [www.childline.org.uk](http://www.childline.org.uk)

• Family Lives: [www.familylives.org.uk](http://www.familylives.org.uk)

• Kidscape: [www.kidscape.org.uk](http://www.kidscape.org.uk)

• MindEd: [www.minded.org.uk](http://www.minded.org.uk)

• NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk)

• PSHE Association: [www.pshe-association.org.uk](http://www.pshe-association.org.uk)

 • Restorative Justice Council: [www.restorativejustice.org.uk](http://www.restorativejustice.org.uk)

• The Diana Award: [www.diana-award.org.uk](http://www.diana-award.org.uk)

• Victim Support: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)

• Young Minds: [www.youngminds.org.uk](http://www.youngminds.org.uk)

• Young Carers: [www.youngcarers.net](http://www.youngcarers.net)

 **Cyberbullying**

• Childnet: www.childnet.com • Internet Watch Foundation: [www.iwf.org.uk](http://www.iwf.org.uk)

• Report Harmful Content: <https://reportharmfulcontent.com/>

• UK Safer Internet Centre: [www.saferinternet.org.uk](http://www.saferinternet.org.uk)

• The UK Council for Internet Safety (UKCIS): [www.gov.uk/government/organisations/ukcouncil-for-internet-safety](http://www.gov.uk/government/organisations/ukcouncil-for-internet-safety)

• DfE ‘Cyberbullying: advice for headteachers and school staff’: [www.gov.uk/government/publications/preventing-and-tackling-bullying](http://www.gov.uk/government/publications/preventing-and-tackling-bullying)

• DfE ‘Advice for parents and carers on cyberbullying’: [www.gov.uk/government/publications/preventing-and-tackling-bullying](http://www.gov.uk/government/publications/preventing-and-tackling-bullying)

**SEND**

• Changing Faces: [www.changingfaces.org.uk](http://www.changingfaces.org.uk)

• Mencap: [www.mencap.org.uk](http://www.mencap.org.uk)

• Anti-Bullying Alliance Cyberbullying and children and young people with SEN and disabilities: [www.anti-bullyingalliance.org.uk/tools-information/all-aboutbullying/atrisk-groups/sen-disability](http://www.anti-bullyingalliance.org.uk/tools-information/all-aboutbullying/atrisk-groups/sen-disability)

• DfE: SEND code of practice: [www.gov.uk/government/publications/send-code-of-practice0to-25](http://www.gov.uk/government/publications/send-code-of-practice0to-25)

**Race, Religion and Nationality**

• Anne Frank Trust: [www.annefrank.org.uk](http://www.annefrank.org.uk)

• Kick it Out: [www.kickitout.org](http://www.kickitout.org)

 • Report it: [www.report-it.org.uk](http://www.report-it.org.uk)

• Stop Hate: [www.stophateuk.org](http://www.stophateuk.org)

• Tell Mama: [www.tellmamauk.org](http://www.tellmamauk.org)

• Educate against Hate: [www.educateagainsthate.com](http://www.educateagainsthate.com)

• Show Racism the Red Card: [www.srtrc.org/educational](http://www.srtrc.org/educational)

**LGBTQ+**

• Barnardo’s LGBTQ Hub: [www.barnardos.org.uk/what\_we\_do/our\_work/lgbtq.htm](http://www.barnardos.org.uk/what_we_do/our_work/lgbtq.htm)

• Metro Charity: [www.metrocentreonline.org](http://www.metrocentreonline.org)

• EACH: [www.eachaction.org.uk](http://www.eachaction.org.uk)

• Proud Trust: [www.theproudtrust.org](http://www.theproudtrust.org)

• Schools Out: [www.schools-out.org.uk](http://www.schools-out.org.uk)

• Stonewall: [www.stonewall.org.uk](http://www.stonewall.org.uk)

**Sexual Harassment and Sexual Bullying**

• NSPCC ‘Report Abuse in Education’ Helpline: 0800 136 663 or help@nspcc.org.uk • Ending Violence Against Women and Girls (EVAW): [www.endviolenceagainstwomen.org.uk](http://www.endviolenceagainstwomen.org.uk)

• Disrespect No Body: [www.gov.uk/government/publications/disrespect-nobodycampaignposters](http://www.gov.uk/government/publications/disrespect-nobodycampaignposters)

• Anti-bullying Alliance: Preventing and responding to Sexual Bullying: [www.antibullyingalliance.org.uk/tools-information/all-about-bullying/sexual-and-sexistbullying](http://www.antibullyingalliance.org.uk/tools-information/all-about-bullying/sexual-and-sexistbullying)

• Anti-bullying Alliance: advice for school staff and professionals about developing effective anti-bullying practice in relation to sexual bullying: <https://antibullyingalliance.org.uk/toolsinformation/all-about-bullying/sexual-and-sexistbullying/investigating-and-respondingsexual> • Childnet Project DeShame (Online Sexual Harassment and Bullying): [www.childnet.com/our-projects/project-deshame](http://www.childnet.com/our-projects/project-deshame)