








Sunshine Sunflower
FOUNDATION

Anti bullying Policy

Signature		Les Mettrick	Date 14th March 2024
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Signature		Carl Hope	Date 14th March 2024

Sunshine Sunflower Foundation is a place where every person has the right to be themselves and to be included in a safe and happy environment. Everyone is equal and should be treated with respect.

Aims and purposes of the policy

Bullying of any kind is unacceptable and will not be tolerated. The safety, welfare and well-being of all young people and staff is a key priority. We take all incidences of bullying seriously and it is our duty to take measures to prevent and tackle any bullying, harassment or discrimination.

We actively promote values of respect and equality and work to ensure that difference and diversity is celebrated in the charity community. We want to enable our young people to become responsible citizens and to prepare them for life in 21st Century Britain. These values reflect those that will be expected of our young people by society when they leave the charity and enter the world of work or further study.

We are committed to improving our approach to tackling bullying by regularly monitoring, reviewing and assessing the impact of our preventative measures.

Please see our related policies e.g. Equality and Diversity Policy on the website.

Bullying is hurtful or unkind behaviour which is deliberate and repeated. Bullying can be carried out by an individual or a group of people towards another individual or group, where the bully or bullies hold more power than those being bullied.

The nature of bullying can be:

- Physical – such as hitting or physically intimidating someone, or using inappropriate or unwanted physical contact towards someone
- Attacking property – such as damaging, stealing or hiding someone's possessions
- Verbal – such as name calling, spreading rumours about someone, using derogatory or offensive language or threatening someone
- Psychological – such as deliberately excluding or ignoring people
- Cyber – such as using text, email or other social media to write or say hurtful things about someone

Bullying can be based on any of the following things:

- Race (racist bullying)
- Religion or belief
- Culture or class
- Gender (sexist bullying)
 - Sexual orientation (homophobic or biphobic bullying)
 - Gender identity (transphobic bullying)
- Special Educational Needs (SEN) or disability
- Appearance or health conditions
- Related to home or other personal situation
- Related to another vulnerable group of people (such as LAC, SEMH, PP, DA, SEND, FSM, young care)

No form of bullying will be tolerated, and all incidents will be taken seriously.

Reporting bullying

Young people who are being bullied: If a young person is being bullied they are encouraged to not retaliate but to tell someone they trust about it such as a friend, family member or trusted adult. They are also encouraged to report any bullying incidents to:

- Report to the gardener or Director.

- Report bullying by:

Texting 07904 813646

Emailing debbie@sunshinesunflower.org.uk

Phoning 07904 813646

- Report to other - Ian Lumb (Founder) 07983440881
- Call ChildLine to speak with someone in confidence on 0800 1111

Reporting – roles and responsibilities

All staff have a duty to report bullying, to be vigilant to the signs of bullying and to play an active role in efforts to prevent bullying. If staff are aware of bullying, they should reassure the young people involved and inform the Director. The following staff members are anti-bullying leads Debbie Lumb.

The Director has overall responsibility for ensuring that the anti-bullying policy is followed by all members of staff and that the charity upholds its duty to promote the safety and well-being of all young people. In addition to the designated anti-bullying leads.

PARENTS AND CARERS:

Parents and carers should look out for potential signs of bullying such as distress, lack of concentration, feigning illness or other unusual behaviour.

Parents and carers should tell their child not to retaliate and support and encourage them to report the bullying. Parents and carers can report an incident of bullying to the charity either in person, or by phoning or emailing the Director Debbie Lumb on 07904 813646 or debbie@sunshinesunflower.org.uk

YOUNG PEOPLE:

Young people should not take part in any kind of bullying and should watch out for potential signs of bullying among their peers. They should never be bystanders to incidents of bullying. If young people witness bullying, they should support the victim, encourage them to report the bullying and, if possible, accompany them to tell a trusted adult.

Responding to bullying

When bullying has been reported, the following actions will be taken:

- Staff will record the bullying on an incident reporting form
- The Director will monitor incident reporting forms and information recorded

The Director will produce yearly reports summarising the information to the Trustees if an incident occurs.

- Support will be offered to those who are the target of bullying from the Directors
- Staff will pro-actively respond to the bully, who may require support from the Director.
- Staff will assess whether parents and carers need to be involved
- Staff will assess whether any other authorities (such as police or the local authority) need to be involved, particularly where actions take place outside of the charity.

Bullying outside of the charity

Bullying is unacceptable and will not be tolerated, whether it takes place inside or outside of the charity. Bullying can take place on the way to and from the charity, before or after charity hours, at the weekends or during the holidays, or in the wider community. The nature of cyber bullying in particular means that it can impact on young people' well-being beyond the charity day. Staff, parents and carers, and young people must be vigilant to bullying outside of charity and report and respond according to their responsibilities as outlined in this policy.

Derogatory language

Derogatory or offensive language is not acceptable and will not be tolerated. This type of language can take any of the forms of bullying listed in our definition of bullying. It will be challenged by staff and recorded and monitored on and follow up actions and sanctions, if appropriate, will be taken for young people and staff found using any such language.

Prejudice-based incidents

A prejudice-based incident is a one-off incident of unkind or hurtful behaviour that is motivated by a prejudice or negative attitudes, beliefs or views towards a protected characteristic or minority group. It can be targeted towards an individual or group of people and have a significant impact on those targeted. All prejudice-based incidents are taken seriously and recorded and monitored in Centre, with the head trainer regularly reporting incidents to the governing body. This not only ensures that all incidents are dealt with accordingly, but also helps to prevent bullying as it enables targeted anti-bullying interventions.

Charity initiatives to prevent and tackle bullying

We use a range of measures to prevent and tackle bullying including:

- A young person-friendly anti-bullying policy that ensures all young people understand and uphold the anti-bullying policy (see after this policy)
- Life skills includes opportunities for young people to understand about different types of bullying and what they can do to respond and prevent bullying.
- The charity values of equality and respect are embedded across the training to ensure that it is as inclusive as possible
- Stereotypes are challenged by staff and young people

- Peer mentoring and young person-led gardening project offer support to all
- Restorative justice programmes provide support to targets of bullying and those who show bullying behaviour
- Working with parents and carers, and in partnership with community organisations, to tackle bullying where appropriate

Training

The Director is responsible for ensuring that all staff receive regular training on all aspects of the anti-bullying policy.

Monitoring and reviewing

The Director is responsible for reporting to the Trustees (and the local authority where applicable) on how the policy is being enforced and upheld, via the yearly report. The Trustees are in turn responsible for monitoring the effectiveness of the policy via the yearly report and by monitoring such as observations and focus groups with young people.

The policy is reviewed every 2 years, in consultation with staff, young people, parents and carers and trustees.

Young person friendly Anti bullying Policy

This charity is a place where every person has the right to be themselves and to be included in a safe and happy environment. Everyone is equal and should be treated with respect.

What is bullying?

Bullying is hurtful or unkind behaviour which is deliberate and repeated. Bullying can be done by one person or by a group of people towards another person or a group of people where the bully or bullies hold more power than those being bullied.

What does bullying look like?

Bullying can be:

- Hitting or threatening to hit someone
- Touching someone inappropriately or without their consent
- Calling someone names or spreading rumours or gossip about someone
- Stealing, hiding or damaging someone's property
- Deliberately ignoring someone or leaving them out
- Sending hurtful or unkind texts, emails or online messages to or about someone

Remember that bullying isn't just physical and it can happen outside of the charity. If someone is deliberately and repeatedly being hurtful or unkind towards you or someone else, whatever that looks like or for whatever reason, it is bullying.

What kinds of bullying can happen?

Bullying can be based on any of the following things:

- Race or ethnicity (racist bullying)
- Religion or belief
- Culture or family background
- Gender (sexist bullying)
 - Sexual orientation (homophobic or biphobic bullying)
 - Gender identity (transphobic bullying)
- Special educational needs or disability
- Appearance or health condition
- Home or other personal situation

Not every type of bullying is on this list. If someone is deliberately and repeatedly being hurtful or unkind towards you, for whatever reason, that is bullying.

What should I do if I'm being bullied or someone else is being bullied?

It is really important to report bullying. It won't make the situation worse and it will help to stop the bullying whether it is happening to you or to someone else. If you know that someone is being bullied, try to reassure and support them, tell them that what is happening is wrong and help them to tell a trusted adult. There are many different ways to report bullying:

- Tell the gardener or Director
- You can also report bullying by:

Texting 07904 813646

Emailing debbie@sunshinesunflower.org.uk

Phoning 07904 813646

- You can call ChildLine at any time for free on 0800 1111 to speak to a counsellor.

Remember your call will be confidential which means they will not tell anyone else about what you have said.

Staff will make sure that the bullying is recorded and taken seriously and will follow up to support you or the person being bullied. They will also act to sort out the situation with the bully and any others involv

Dear parent/carer

As you are aware, our charity takes the well-being of all students very seriously. I am pleased, therefore, to inform you of Sunshine Sunflower Foundation 's anti-bullying policy.

This charity is a place where every person has the right to be themselves and to be included in a safe and happy environment. Everyone is equal and should be treated with respect.

Bullying of any nature or form is unacceptable and will not be tolerated.

We take all incidences of bullying seriously and it is our duty to take measures to prevent and tackle any bullying, harassment or discrimination. The safety, welfare and well-being of all students and staff is a key priority. We actively promote values of respect and equality and work to ensure difference and diversity is celebrated. We want to enable our students to become responsible citizens and to prepare them for life in 21st Century Britain. These values reflect those that will be expected of our students by society when they leave the centre and enter the world of work or further study. We are committed to improving our approach to tackling bullying by regularly monitoring, reviewing and assessing the impact of our preventative measures.

Summary of anti-bullying policy:

- Bullying is hurtful or unkind behaviour which is deliberate and repeated. Bullying can be done by one person or by a group of people towards another person or a group of people where the bully or bullies hold more power than those being bullied.
- Bullying can be physical, verbal, psychological, cyber (online or via text) or involve the damaging or stealing of property
- Bullying can be based on someone's race or ethnicity (racist bullying), religion or belief, culture or family background, gender (sexist bullying), sexual orientation (homophobic or biphobic bullying), gender identity (transphobic bullying), special educational needs or disability, appearance or health condition, home circumstance – [insert other groups as outlined in your anti-bullying policy]
- Derogatory or offensive language of any kind will not be tolerated
- All bullying and any prejudice-based incidents will be recorded in centre and followed up by a member of staff who will offer support to those involved
- If you think your child is experiencing bullying you can contact me on 07904 813646 or by email debbie@sunshinesunflower.org.uk
- Your child can also report bullying to any member of staff.
- The full anti-bullying policy is available on the website

As parent(s)/carer(s) I/we understand the charities anti-bullying policy and will do our/my best to make sure that our/my child follows it.

Please sign below

Signed:

Section A: Staff details

Date of completing form:

Name of staff:

Email address of staff:

After completion this form needs to be handed to *[Insert staff responsible for anti-bullying]*

Section B: Details of incident

Bullying **Prejudice-based incident**

Nature of incident: Tick all that apply

Physical Property Verbal Psychological Cyber

Form of bullying or incident: Tick all that apply

Race – racist bullying Culture Religion or belief
 Sexual orientation – homophobic or biphobic **Gender Identity – transphobic** Gender – sexist bullying
 Special Educational Needs (SEN) or disability Appearance or health conditions Related to home or other circumstance

Details of those involved: Record all involved, whether adults, students, visitors from the school community and from external organisations

Target of bullying/ incident:	Name:	Age/year group:	Form/tutor group:	Other relevant information:
Person responsible for bullying/ incident	Name:	Age/year group:	Form/tutor group:	Other relevant information:

Details of incident: If you are unsure of the category (for example whether it is homophobic or biphobic bullying) then you can tick all that you think may apply and simply explain the details

Date

Place

Time

Witnesses

Repeat incident or serious incident

Any relevant supporting information e.g. witness accounts/screen grabs

Action taken:

Details of others involved or notified:

Actions for follow up:

Date for reviewing:
