Abacus Pre-School Nursery Ltd., c/o The Dassett C of E Primary School, Memorial Road, Fenny Compton, Southam, Warwickshire. CV47 2XU. Tel: 01295 771050
Limited Company Number: 07276939. Registered Charity Number: 1141234

Bullying Policy

At Abacus we are committed to providing an environment for children that is safe, welcoming and free from bullying. Bullying of any form is unacceptable in our nursery, whether the offender is a child or an adult.

Everyone that is involved with the nursery, staff, children, parents and carers are made aware of the Pre-school's stance towards bullying. Such behaviour will not be tolerated or excused under any circumstances.

The Pre-school defines bullying as the repeated harassment of others by any of the following:

EMOTIONAL: Being deliberately unkind, shunning or excluding another person from a group or tormenting them.

PHYSICAL: Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any sort of physical violence against another person.

VERBAL: Name-calling, put-downs, ridiculing or using words to attack, threaten or insult.

PSYCHOLOGICAL: Behaviour likely to instil a sense of fear or anxiety in another person.

Preventing bullying behaviour

The Manager and staff will make every effort to create a tolerant and caring environment in the Pre-school, where bullying behaviour is not acceptable. Staff will discuss the issues surrounding bullying openly with the children, including why bullying behaviour will not be tolerated and what the consequences of bullying behaviour will be. The children will be encouraged to be aware of how important it is to look after each other.

We will deal with bullying behaviour by:

- Staff have a duty to inform the Manager if they witness an incident of bullying involving children or adults at the Pre-school.
- Children will be encouraged to immediately report any incident of bullying that they witness.
- If a child or a member of staff tells someone that they are being bullied, they will be given the time and opportunity to explain confidentially what has happened and reassured that they were right to tell.

- The individual that has been bullied will be helped and supported by the staff team. They will be kept under close supervision and staff will check on their welfare regularly.
- The person who has been accused of the bullying will be encouraged to discuss their behaviour confidentially and think through the consequences of their actions and their behaviour will be closely monitored.
- A member of staff will inform the parents/carers of all the children involved in a bullying incident at the earliest opportunity.
- At all times, staff will handle such incidents with care, sensitivity and in strict confidence.
- All incidents of bullying will be reported to the Manager and will be recorded in the incident book.
- In cases where the Manager has been accused of bullying, the child or adult should report this to another member of staff who should then report this in confidence to the Chair of the committee. The Chair of the Committee will then thoroughly investigate and all information gathered will be treated with sensitivity and total confidence.
- In cases where any member of staff has been accused of bullying, the Abacus Disciplinary Procedure may apply.

This policy will be reviewed annually

Signed

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Position held – Chair of Trustees