



[www.elmazproductions.com](http://www.elmazproductions.com)  
elmazproductions@gmail.com

## **ANTI BULLYING POLICY**

Every Child Matters:

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive Contribution

Helping Every Child to Achieve More

Elmaz Productions Anti-Bullying Policy covers all children and young people in attendance.

Any form of bullying, whether verbal, physical or psychological or cyber, and whether one-off, occasional or repeated, is completely unacceptable at Elmaz Productions.

Definition

Bullying is behaviour by an individual or a group, repeated over time (or possibly one serious incident) that intentionally hurts another. Bullying can take many forms and is often motivated by prejudice, for example on grounds of ability, special need, race, religion, culture, gender, sexual orientation, or because a child is adopted or has caring responsibilities.

Stopping violence and ensuring immediate physical safety is obviously Elmaz Productions first priority. Although bullying in itself is not a specific criminal offence in the UK, it is important to bear in mind that some types of harassing or threatening behaviour may in some circumstances be regarded as such.

Bullying can be

- Emotional - being unfriendly, excluding, and tormenting (e.g. hiding personal belongings, threatening gestures).
- Physical - pushing, kicking, hitting, punching or any use of violence.
- Racist - racial taunts, graffiti, gestures.
- Sexual - unwanted physical contact or sexually explicit and/or abusive comments.
- Homophobic - because of, or focusing on, the issue of sexuality.
- Verbal - name calling, sarcasm, spreading rumours, teasing.
- Disability - because of, or focusing on, a disability.

### **ELMAZ PRODUCTIONS LTD**

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- Cyber - using electronic means such as social websites, mobile phones, text messages, photographs or e-mail to cause pain and distress to a victim.
- Religious/Cultural - religious or cultural intolerance of any sort.

Bullying can seriously damage a young person's confidence and sense of self-worth. It can lead to serious and prolonged emotional damage for an individual, and, at its most extreme, suicide. Those who conduct the bullying or witness the bullying can also experience emotional harm, and the impact on parents and teaching assistants/volunteers can be significant. Elmaz Productions understands that some children and young people, those with disabilities or special educational needs, can be more of a target for bullying, and watch for this.

Elmaz Productions accepts that as well as children and young people bullying each other, teaching assistants/volunteers can be bullies, or the victims of bullying, as can parents. Elmaz Productions sees all incidents of bullying as unacceptable, and all known incidents are addressed with equal importance.

All members of the Elmaz Productions community (parents, children and young people, and teaching assistants/volunteers) have a responsibility to ensure that, in so far as it reasonably practicable, bullying is prevented, and when it does occur, it is dealt with effectively and in accordance with this policy.

Who to Contact:

- Company Directors (Ellie & Maz)

This policy is available to parents via the Elmaz Productions website.

Aims

- To promote a consistent approach to managing behaviour with the emphasis on preventing bullying throughout all the activities run by Elmaz Productions.
- For company directors and teaching assistants to take the lead in ensuring policies are implemented effectively.
- To create an atmosphere of trust and openness.
- To promote strongly positive behaviour of all types.
- To ensure that concerns of all types are raised at an early stage and dealt with swiftly, fairly and with consistency.

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- To ensure both bullies and those being bullied are supported appropriately and systems put into place to monitor progress.
- To ensure all concerns and reports of bullying of all kinds are recorded fully.

## Objectives

To communicate the contents clearly to all so that:

- All company directors, teaching assistants, children and young people and parents have an understanding of what bullying is.
- All company directors and teaching assistants know what the Elmaz Productions policy is on bullying, and follow it when bullying is reported.
- All children and young people and parents know what the Elmaz Productions policy is on bullying and what they should do if bullying arises.
- Everyone takes bullying seriously at all times, so that children and young people and parents are assured that they will be supported when bullying is reported.

The Equality Act 2010 - Elmaz Productions complies with the aims of the act as follows:

- We aim to eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act.
- We work to advance equality of opportunity between people who share a protected characteristic and people who do not share it.
- We promote and foster good relations between people who share a protected and people who do not share it.

## Safeguarding Children and Young People

Under the Children Act 1989 a bullying incident should be addressed as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm'. Where this is the case, company directors and teaching assistants should follow the safeguarding policy and report their concerns immediately to the Elmaz Productions DSL, Designated Safeguarding Lead, Eleanor Lee or Marianne Lee, who will then inform the local authority children's social care officer.

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## Roles and Responsibilities

The DSL and company directors will deal quickly and effectively with incidents. All company directors, teaching assistants and children and young people have a vital role in preventing bullying within Elmaz Productions.

## Recording of incidents

A record of all incidents of bullying (register) is kept by Elmaz Productions. All relevant incidents occurring at any time are recorded.

## Cyber Bullying

Elmaz Productions considers online safety a part of both safeguarding, anti-bullying and mobile devices. This includes the use of cyber technology to bully, including social media, websites, mobile telephones, text messages, photographs and emails. The Department for Education offers advice documents for both parents and Elmaz Productions company directors and teaching assistants on Cyber Bullying and these documents are available on the Department of Education Website.

<https://www.gov.uk/government/publications/preventing-and-tackling-bullying>

Elmaz Productions would also treat seriously cyber bullying of its company directors and teaching assistants by any parent or child or young person.

Procedures - What can company directors and teaching assistants do if bullying is suspected? Signs to look for include withdrawal, low self esteem, poor attendance, children or young people flying into tempers (usually at home), weight loss, bursting into tears at the slightest criticism. Company directors and teaching assistants should develop positive relationships with children and young people so that they feel confident enough to report bullying. When bullying is reported, it is important to act quickly and to get the facts right noting times, names, places, witnesses, theft, damage, injuries. It may be advisable to ask the victim to keep a diary of events. All reports of bullying must be taken seriously. Any meetings with parents, copies of letters and the action agreed upon will also be recorded. It is important to fully investigate and hear 'both sides of the story'.

If complaints of bullying are the result of normal, albeit distressing, changes in friendships, they may be best resolved in a low-key manner, with a minimum of disruption to children and young people's experiences with Elmaz Productions. In such situations, parents may not be automatically informed.

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When a bullying incident is witnessed the company directors or teaching assistants should remove both parties from the situation and hear both sides of the story. As soon as possible a written record of the incident should be made. Very minor incidents may be dealt with swiftly and verbally, and may require no further action - nonetheless positive action by company directors or teaching assistants is necessary and a record made of the conversation. When a child or young person complains of being bullied, he or she will be taken seriously and listened to. Any specific incidents will be noted down in writing, as well as a record of the child or young person's general feelings. When a parent raises an initial concern, the same process applies.

At all times a calm, unbiased and reflective investigation is carried out of any allegations made, in consultation with all parties involved. Elmaz Productions will remain impartial, and make any decision regarding further action based on the evidence. If possible both parties should be reintegrated into the group as soon as possible. If not the parties should be taken to a safe place where a suitable adult can stay with them until a company director attends.

In cases of cyber bullying, any evidence in the form of text messages or other postings should be retained. The company directors should be involved in all such instances.

All parties will meet at the earliest possible opportunity to try to find a solution, and agree a plan of action to prevent such incidents happening again. It is often helpful to have an impartial witness at such meetings. All incidents of bullying should be reported to the company directors, via a written report. In addition a copy will be kept for the bullying central file.

More severe cases of bullying will be reported to the company directors who will inform the parents and hold an investigation. If decided necessary, the company directors will decide whether to inform the police or other agencies as needed.

## Parents

Parents will be involved early in the process, and their support requested and desired. All incidents of bullying will be reported to parents/guardians. Parents' support will be asked for, to help prevent further incidents of bullying or anti-social behaviour. Regular communication will play a key part in resolving an incident. In low key issues as highlighted above parents may not be informed unless it becomes clear that the situation remains an issue.

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