

	<i>Holiday Activities</i> Standard Operating Procedure	Section: Page: Date: Review Date:	VA 9.4 2 1/07/2026 1/07/2027
Title : BEHAVIOUR - BULLYING		Approved by:	TM / LA
Relevant Forms:			

Aims

1. To offer staff guidelines on how to identify and deal with a bullying concern within the camp.

Details

When large groups of children are in an environment together the likelihood of bullying occurring is high. Staff need to be aware of any potential bullying situations and put a stop to them immediately.

Prior to activities starting, each day the Camp Manager/Supervisor will give a short talk to all children with regards to behaviour. It is very clearly pointed out that bullying is not tolerated in any form.

A bullying policy has been created to ensure all staff has a reference point on this subject. Bullying will not be tolerated at any level whilst attending camp.

Bullying can include:

- ❖ Physical intimidation
- ❖ Verbal and emotional abuse
- ❖ Threats
- ❖ Online through social media

And can manifest itself in children, in many ways. Staff must be aware of any significant changes in child's personality, perhaps if they become withdrawn or if they become bullies themselves.

Staff are to communicate to the child or children to establish the facts asking opened ended questions. If the matter can be dealt with there and then, the staff should speak to the children involved, record in the behaviour book and notify the parents. If the problem involves more serious or ongoing bullying, the camp manager needs to be notified and action may involve suspending offending children, or speaking to the parents concerned.

All matters of bullying, no matter how minor must be dealt with appropriately.

Once the incident has been dealt with, it is recorded on an incident report form/Incident book. Parents of both parties will need to be informed. All incidents of bullying will be recorded within the bullying logbook. This is the responsibility of the camp manager.

If the bullying is taking place outside of the camp grounds but is involving children at the camp, either in person or online, the camp manager is to be informed so that discussions with parents and possibly the police if the bullying is extreme and that all matters are dealt with appropriately.

Points to remember

1. Bullying will not be tolerated in any form at any time.
2. It is important that staff have time to listen to the children, where possible incidents of bullying may be recognized.
3. Isolated children must be encouraged to integrate with other children to prevent them from being vulnerable.
4. The camp manager must stress the importance of this policy amongst staff.
5. Staff are to receive training on acting on all cases of bullies

Benefits

1. Parents will feel secure in the knowledge that their child attends a facility that operates a zero tolerance policy to bullying.
2. Staff are aware of their responsibilities when a bullying incident is identified.

Audit points

1. A clear procedure must be followed and site operators must be able to demonstrate the implementation of bullying policy.