



Surety Care Limited

Bullying and Harassment Policy

APPLIES TO:	All staff
RELEVANT LEGISLATION:	<ul style="list-style-type: none">• The Children Act (1989)• The Children's Home Standards 2015• Guide to the protection of children standard• Protection of Children Act 1978 (as amended)• Department for Education Government Guidance : Preventing Bullying• Gov.uk : Report hate crime• Cyberbullying: An analysis of data from the Health Behaviour in School-aged Children (HBSC) survey for England, 2014
DATE OF LAST REVIEW (OR DATE INTRODUCED):	November 2023
NEXT REVIEW DATE:	November 2024
SERVICE USER INVOLVEMENT REQUIRED?	No
APPROVED BY:	
RESPONSIBLE INDIVIDUAL:	Mark Higgingson

Contents

1. [Guidance](#)
2. [Definition of Bullying](#)
3. [Signs and Symptom of Bullying](#)
4. [General Prevention](#)
5. [Risk Assessment and Planning](#)
6. [Training](#)

Guidance

As part of our Equal Opportunities Policy, Surety Care Limited is committed to creating and maintaining working conditions in which everyone is treated with respect. In such an environment, bullying or harassment in any form is unacceptable.

It will be viewed with the utmost seriousness and will never be condoned or ignored. Employees and young people of Surety Care Limited have the right to complain about bullying or harassment and to have their complaints taken seriously and dealt with properly and confidentially.

The ethos embodied in The Children Act (2004) and Every Child Matters centers around developing integrated, effective and accessible services focused on meeting the needs of children, young people and families.

This is further reinforced in the 9 Quality Standards which underpin all Policies and Procedures with Surety Care Limited and guides working practice.

To this end Surety Care Limited seeks to prevent behaviour which is not in line with the spirit of this policy and are committed to ensuring that everyone is treated fairly and with dignity, irrespective of their gender, race, age, disability, sexuality, colour, marital status, religion, ethnic or national origin.

As an employer, Surety Care Limited also has a duty under law to take action to protect employees from harassment by other employees. Any form of harassment or inappropriate behavior which causes offence, whether intentional or not, will be treated very seriously.

The purpose of this policy is to:

- provide an environment free from bullying and which helps children/young people to develop respectful, responsible, and confident relationships with other children/young people
- support children/young people who are affected by bullying
- build the capacity and resilience in children/young people to prevent and deal with bullying
- educate children/young people to understand what bullying behaviour is and what it is not

This policy will help us:

- Demonstrate our commitment to equality and diversity
- Ensure the dignity and respect at work of members of staff and young people
- Prevent acts of harassment and bullying
- Attract and retain recruits from all parts of the local community

Appropriate disciplinary action including dismissal for serious offences will be taken against individuals who contravene this policy.

The implementation of this policy will be based on the following principles:

- Harassment will not be tolerated at any level within Surety Care Limited
- All allegations will be taken seriously
- Confidentiality will be maintained at all times
- Those raising concerns will not be subject to victimisation
- There will be opportunities to raise concerns informally
- Those raising concerns will receive a fair hearing

Definition of Bullying / Harassment

It is difficult to give a single, simple definition of harassment because it may take many forms. It may also be directed at either an individual member of staff/young people or a group of staff/young people. A single instance of sufficient seriousness will qualify. Essentially harassment is unwanted, unreasonable, unwelcome and offensive treatment.

- Harassment can subject individuals to fear, stress and anxiety. Great strains can be put on work, personal and family life. Harassment can lead to illness, accidents, absenteeism, poor performance, an apparent lack of commitment, and people leaving. It impacts badly on safety, organisational effectiveness and business success.
- Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, for example on the grounds of race, religion, gender, sexual orientation, special educational needs or disabilities. It might be motivated by actual or perceived differences between individuals.

The Anti-bullying Alliance has provided the following definition –

'The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face-to-face or online'.

Individuals who are harassed, victimised or bullied are often made to feel vulnerable and can be reluctant to complain. They may fear reprisals and may suffer in silence. They may not want attention focused on them or on the situation; they just want the behavior to stop.

Signs and Symptoms of Bullying

The signs and symptoms listed below are warning signs of bullying.

Physical signs

- injuries that are not adequately explained
- history of bruising or accidents
- injuries getting progressively worse
- bruised eyes

Other signs

- problems with sleeping
- possessions often lost or destroyed
- reluctance to go out
- reluctance to attend GP appointments
- unhappy, withdrawn, or isolated behaviour
- new tendency to stammer
- eating disorder
- aggressive behaviour
- alcohol, drug, or substance misuse
- promiscuous sexual behaviour
- attempted suicide

General Prevention

Managers

Managers have the responsibility to:

- Ensure that staff/young people for whom they are responsible know and understand the standards of behavior expected of them
- Monitor standards of behavior, and take appropriate action when these standards are not being met
- Ensure there is no victimisation of any individual or group raising a concern or complaint
- Be exemplars in terms of their own behaviours
- Act positively to prevent harassment taking place by implementing, communicating and interpreting this policy and challenging openly any instances, demonstrating that it is unacceptable behavior
- Always undertake risk assessments at point of referral and at appropriate stages thereafter
- Support employees who may be experiencing harassment
- Respond promptly to complaints and take steps to ensure harassment does not reoccur
- Be aware of situations where there is potential for harassment and guard against it
- Thoroughly investigate any instances of harassment, victimisation and bullying, resolving them as quickly as possible
- Treat complaints of harassment and/or bullying seriously, being sensitive to personal feelings and perceptions
- Protect confidentiality as appropriate
- Deal with all complaints in a fair and consistent manner

Employees

Employees have the responsibility to:

- Not harass, abuse or intimidate other employees for any reason whatsoever
- Not victimise or attempt to victimise individuals on the grounds that they have made complaints of harassment or provided evidence in support of a complaint or done anything else they are entitled to, under this policy
- Inform management if they suspect that unfair or unlawful harassment is taking place
- Offer support to a known victim of harassment, bullying or discrimination
- Encourage the victim in reporting the harassment or bullying
- Adopt a code of behavior in the workplace which respects the dignity of the individual
- Co-operate with their line managers in the implementation of this Policy
- Behave in a manner which is not offensive to other employees/young people
- Report to their line manager any instances of harassment which they witness
- Provide information and guidance to children upon admission and throughout placement
- Provide clarity to children on acceptable behaviours and expectation/consequences.
- Include behaviour support plans/contracts with relevant children
- Provide opportunities for children to explore issues of bullying e.g. writing stories or poems or drawing pictures about bullying (in accordance with age characteristic).

- Provide reading material about bullying and encourage the child/young person to read them
- Use of key work sessions which may include role-play as a training tool.
- Have discussions about bullying during resident's meetings and why it matters and its impacts.

Risk Assessment and Planning

The Surety Care Limited strategy for countering bullying is to enforce that any kind of bullying will not be tolerated.

Surety Care Limited has its strategies for bullying and all are included in the Statement of Purpose.

The Children's Guide will also include information and advice on countering bullying. The Homes' manager will ensure a procedure is in place in regard to allegations of bullying.

Individual Plans for Children at Surety Care Limited

As part of the admission and planning process, the Registered Manager will ensure that a Risk Assessment is conducted on each child to ascertain whether s/he may be the victim or perpetrator of bullying. If there is any risk, it will be tackled in the child's plan (e.g. Placement Plan or a Behaviour Management Plan) with details of the strategies that will be implemented to prevent or deal with all form of bullying possible present.

You can take positive measures not only to protect yourself against harassment but also to help eliminate it from the workplace.

You should also consider your own behaviour towards colleagues, young people and others with whom you come into contact, and be sure that you do not subject others to harassment in any form.

Finally, you should actively discourage harassment and support any colleague who may be the subject of it.

Training

The organisation provides staff with training on bullying and countering bullying.

