



We recognise that:

- bullying is “behaviour, usually repeated over time, that intentionally hurts another individual or group, physically or emotionally”. *Safe from bullying in youth activities*, DCSF 2009.
- one person or a group can bully others;
- bullying can occur either face to face between individuals or groups or online, using information technology, such as computers or mobile phones;
- bullying can include:
 - verbal teasing or making fun of sign someone (verbal includes language);
 - excluding children from games and conversations;
 - pressurising other children not to be friends with the person who is being bullied;
 - spreading hurtful rumours or passing round inappropriate photographs/images/drawings;
 - shouting at or verbally abusing someone;
 - stealing or damaging someone’s belongings;
 - making threats;
 - forcing someone to do something embarrassing, harmful or dangerous;
 - harassment on the basis of race, gender, sexuality or disability;
 - physical or sexual assault (although all sexual incidents and all but very minor physical incidents constitute abuse and must be dealt with in accordance with child protection procedures).
- bullying causes real distress. It can affect a person’s health and development and, at the extreme, can cause significant harm;
- people are often targeted by bullies because they appear different from others;
- we all have a role to play in preventing bullying and putting a stop to bullying.

The purpose of this policy is:

- to prevent bullying from happening during any activities, training and support offered by the CSAUK and any other organisations we contract our staff to, as much as possible;
- when bullying does happen, to make sure it is stopped (or where appropriate reported to another organisations safeguarding lead), as soon as possible and that those involved receive the support they need;
- to provide information to all staff, volunteers, children and their families about what we should all do to prevent and deal with bullying.

We will seek to prevent bullying by:

1. Developing a code of behaviour that sets out the “do’s” and “don’t’s” in terms of how everyone involved in the CSAUK is expected to behave, both in face-to-face contact and online;
2. Developing a policy that will help the CSAUK to attract volunteers, members, deaf children and their families;
3. Developing a plan that describes how we support new members.

4. Ensuring our staff, volunteers, children, young people and families who have Cued Speech training and support understand our anti-bullying policy. We will focus on:

- group members' responsibilities to look after one another and uphold the behaviour code;
- practising skills such as listening to each other;
- respecting the fact that we are all different;
- making sure that no one is without friends;
- dealing with problems in a positive way;
- checking that the anti-bullying measures are working well.

5. Developing a complaints policy and procedure;

6. Making sure that staff, volunteers, children and young people, and parents and carers have clear information about our anti-bullying policy, complaints procedure, code of behaviour and anti-bullying procedure.

When bullying occurs, we will respond to it by:

1. Having a clear anti-bullying procedure in place;
- Providing support and training for all staff and volunteers who have direct or indirect contact with children or young people on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying;
 - Addressing the issue from the point of view of the person being bullied, the bully, any bystanders and Cued Speech Association UK as a whole;
 - Reviewing the plan developed to address the bullying, in order to ensure that the problem has been resolved;
 - Avoiding any punishments that make the individuals concerned seem small, or look or feel foolish in front of others.

Monitoring and review

..... (name and title) is responsible for monitoring the effectiveness of this policy.

This policy will be reviewed every two years. The next review is due on:

..... (date)

Anti-bullying procedure

Purpose and aim of this procedure:

This procedure is supported by the Cued Speech anti-bullying policy. Its aim is to provide detailed guidance to staff and volunteers, as well as to children and young people who may experience bullying, so that they:

- will know what to do if an incident of bullying occurs between children and young people.

The procedure also aims to ensure that the Cued Speech Association responds fairly and consistently to incidents of:

- bullying, recognising that those who bully often have needs too.

This procedure applies to all children and young people who attend training, support and events such as our Cue camp who may be bullied, behave in a bullying way towards others or observe someone being bullied.

It also applies to all staff and volunteers who observe bullying between children and young people within the Cued Speech Association, who may have incidents of bullying reported to them or who may be concerned that a child/young

- person at a Cued Speech event or training is showing signs of being bullied.
- If an adult is bullying a child/young person, this should be reported under the child protection procedures.
- If a child or young person is bullying another child to the extent that it may cause significant harm, then it will also need
- to be dealt with under child protection procedures.
- This procedure does not cover incidents of bullying among staff members and volunteers. The grievance procedure
- should be used for this purpose.

Forms bullying might take

Safe from bullying in youth activities (by the Department for Children Schools and Families, 2009) defines bullying as, "behaviour, usually repeated over time, that intentionally hurts another individual or group physically or emotionally. One person or a group can bully others."

It can include:

- verbal teasing or making fun of someone
- excluding children from games and conversations
- pressurising other children not to be friends with the person who is being bullied
- spreading hurtful rumours or passing around inappropriate photographs/images/drawings
- cyberbullying (ie using computers or mobile phones to bully someone)
- shouting at or verbally abusing someone
- stealing or damaging someone's possessions
- making threats
- forcing someone to do something embarrassing, harmful or dangerous
- harassment on the basis of race, gender, sexuality or disability
- physical or sexual assault (although all sexual incidents and all but very minor physical incidents constitute abuse and must be dealt with in accordance with child protection procedures).

People are often bullied because they appear different from others.

The signs and symptoms of bullying

If someone is being bullied, they might not tell anyone directly. This could be because they have been threatened and are afraid to say anything or because they believe that nothing can be done about it and that telling someone will only make it worse. It could even be because they don't recognise that what is happening to them is bullying.

Signs that someone may be being bullied could include:

- being unhappy, withdrawn and unwilling to spend time in a group, especially during unstructured periods eg break time
- being without friends
- not wanting to take part in children's activities at the cue camp
- being clingy with adults
- appearing to lose possessions or money (things that may have really been stolen by or given away to bullies)
- unexplained injuries
- uncharacteristic illness or aggression.

Some of these signs might also indicate abuse at the hands of adults or other negative experiences, so they should be treated with caution.

What to do if you are being bullied

If you are being bullied you should never keep it to yourself. Tell someone you trust. This could be your key worker, tutor or volunteer at the Cued Speech Association or someone else. It could also be your parent or carer.

You may prefer to tell another child or young person first and ask that person to help you tell an adult.

If the bullying is happening at a Cued Speech event, we will sort it out here. If it's happening somewhere else (at school, for example, or near your home), we will get other people involved to stop it happening there.

What to do if you observe a child or young person being bullied or if someone tells you he/she is being bullied

If you are a child or young person and someone tells you that he or she is being bullied, don't try to deal with it yourself. Talk to the person about getting help from an adult. Try to persuade him or her to go with you to explain the situation to the Cued Speech Association. If he/she won't do this, the best way to help is to explain that you will have to tell an adult yourself -- and then go ahead and tell someone.

If you are an adult and a child tells you that he or she is being bullied, take the child seriously. Do not tell him/her to stop being silly or to keep out of the way of the bullies. This will not help and will make the child feel let down and less inclined to tell anyone else. Listen to the child's full account of what is going on and complete the bullying reporting form with the child as soon as possible. If you observe the bullying directly, act assertively to put a stop to it. Explain to all concerned that the incident will have to be reported properly to stop it happening again. Report the incident to Louise Creed or Debbie Hawke. Unless the incident is minor and can be dealt with informally, the child's parent or carer should be informed within one working day.

If the bullying is taking place in another environment (e.g. school) Louise Creed should ask what support the parent and child would like, in order to engage with whoever the responsible agencies might be. Louise should aim to work in partnership with both parent and child and any other people who may be involved.

If the bullying is taking place during any training or Cued Speech event, the parent and child should be reassured that it will be dealt with as a priority and should be asked for their views on what would be helpful to deal with the situation.

Louise Creed, having spoken to the child who has been bullied and the child's parent/carer, should also speak to the bully (or bullies) and obtain their account of what has happened or is happening. This should be noted in writing and the parents/carers of the bully (or bullies) should be informed. The bully and his or her parents/carers should be asked for their views on what should be done to put a stop to any further bullying and to repair the damage that has been done.

Apart from very minor incidents that have been directly observed by a staff member and dealt with at the time, all bullying that takes place at the Cued Speech Association should be discussed within the staff group within five working days. At the meeting, the bullying incident should be discussed and the details of a draft plan drawn up to address the situation, taking into account any suggestions made by the children involved and their parents/carers.

The following areas should be covered:

- details of any apology that has been or should be offered by the bully (or bullies)
- details of any support for the person who has been bullied e.g. use of buddy scheme, extra input from the key worker, referral to another service
- details of any consequences for the bully, in addition to making an apology, with reference to the behaviour code
- details of any support for the bully, with reference to the behaviour code
- details of any further discussions or work to be done with others in the group, including children who may have observed or encouraged the bullying
- details of any changes in how the staff group may handle issues of bullying in future.

The plan should be shared with the children concerned and their parents and should be reviewed regularly.

Keeping a record of the bullying

Use the bullying reporting form and take clear notes of any discussions or meetings that take place following the bullying incident. The plan for dealing with the aftermath of the incident should be copied to the child who has been bullied and his/her parent/carer and to the bullies and their parents/carers. It should also be placed on the file of all the children directly involved.

This procedure should be reviewed every two years

Date of last review:

Date of next review:

The person responsible for reviewing it is:

Useful numbers:

Louise Creed: 07976570451

Debbie Hawke: 07815311279

Cued Speech office: 01803 832784

E-mail: info@cuedspeech.co.uk

NSPCC helpline: 0808 800 5000

ChildLine: 0800 11 11

Devon CC Multi Agency Safeguarding Hub: 0345 155 1071

CSAUK is a national charity run by users of Cued Speech (both professionals and parents).