



Family Link



Our mission: The provision of leisure opportunities for children and young adults with disabilities.

Anti Bullying and Harassment Policy

Introduction

Family Link is committed to providing a safe, supportive, and inclusive environment for all children, young people, families, staff, volunteers, trustees, and visitors. Bullying and harassment are not tolerated under any circumstances. We believe everyone has the right to be treated with dignity and respect.

This policy sets out our approach to preventing, identifying, and responding to bullying and harassment and applies to all activities, services, and settings run by Family Link.

(a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known that would cause that worker to be humiliated or intimidated, but

(b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct or comments that might constitute Bullying and Harassment include, verbal aggression or insults, calling someone derogatory names, sexual remarks, or initiation practices, vandalising personal belongings, and spreading malicious rumours.

Scope of This Policy

This policy applies to:

- Children and young people attending Family Link activities
- Parents, carers, and families
- Staff, volunteers, trustees, and contractors
- Anyone involved in or attending Family Link services, events, or activities

What Is Bullying?

Bullying is behaviour that is:

- Repeated or intended to be repeated, and
- Intended to hurt, intimidate, frighten, or upset another person



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Bullying can take many forms, including:

- **Physical:** hitting, pushing, kicking, damaging belongings
- **Verbal:** name-calling, teasing, insults, threats
- **Emotional or psychological:** intimidation, humiliation, exclusion
- **Social:** spreading rumours, deliberate isolation
- **Cyberbullying:** abusive messages, social media posts, online harassment

What Is Harassment?

Harassment is unwanted behaviour that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment.

Harassment may be related to a protected characteristic, including:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race, ethnicity, or nationality
- Religion or belief
- Sex
- Sexual orientation

Harassment can be a single incident or a pattern of behaviour.

Our Commitment

Family Link will:

- Promote positive behaviour and respectful relationships
- Take all concerns about bullying and harassment seriously
- Act promptly and fairly when incidents are reported
- Provide appropriate support to those affected
- Take action to prevent bullying and harassment from recurring



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Preventing Bullying and Harassment

We aim to prevent bullying and harassment by:

- Setting clear expectations of behaviour
- Promoting kindness, inclusion, and respect
- Providing training and guidance to staff and volunteers
- Supervising activities appropriately
- Encouraging open communication and reporting concerns

Reporting Bullying or Harassment

Bullying or harassment can be reported by:

- The person affected
- A parent or carer
- A member of staff or volunteer
- A witness

Concerns should be reported as soon as possible to:

- A member of staff or volunteer
- The Play Leader or Manager
- A Trustee or Safeguarding Lead

All reports will be taken seriously and handled sensitively.

Employers are responsible for:

- Modelling respectful conduct in the workplace.
- Taking all complaints about disrespectful behaviour seriously and addressing them promptly
- Intervening when they witness disrespectful behaviour to stop the behaviour.
- Providing guidance and assistance to employees who report disrespectful behaviour to them.
- Investigating reports of harassment and bullying when necessary and taking proper corrective action.
- Explaining the significance of this Policy when involved in orienting new employees.

Responding to Incidents (Children and Young People)



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When bullying or harassment involving children or young people is reported, Family Link Employees will:

- Listen carefully to all involved
- Reassure the child or young person and take their concerns seriously
- Record the incident
- Take appropriate action, which may include mediation, behaviour support, or involvement of parents/carers
- Follow safeguarding procedures where necessary

Sanctions will be appropriate to the age, understanding, and needs of the child or young person.

Responding to Incidents (Adults)

Where bullying or harassment involves adults (staff, volunteers, parents, or visitors):

- The concern will be investigated fairly and promptly
- Confidentiality will be maintained as far as possible
- Appropriate action will be taken in line with Family Link's disciplinary or complaints procedures

Serious cases may result in removal from activities, termination of volunteering arrangements, or referral to external agencies where appropriate.

Safeguarding

Bullying and harassment may be safeguarding concerns, particularly where children or vulnerable adults are involved. Any safeguarding concerns will be managed in line with Family Link's Safeguarding and Child Protection Policy.

Recording and Confidentiality

All incidents of bullying and harassment will be recorded accurately and stored securely in line with data protection requirements. Information will only be shared on a need-to-know basis.



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Complaints

If someone is not satisfied with how a bullying or harassment concern has been handled, they may raise a complaint using Family Link's Complaints Policy.

Roles and Responsibilities

- **Trustees** are responsible for ensuring this policy is in place and reviewed regularly
- **Staff and volunteers** are responsible for promoting positive behaviour and reporting concerns
- **Children, young people, and families** are encouraged to treat others with respect and report concerns

Review of This Policy

This policy will be reviewed annually or sooner if there are changes to legislation, guidance, or Family Link's activities.

Policy approved and adopted by the Family Link Board of Trustees

On the: 27 June 2023

Reviewed: 30th December 2025 by Trustee – Paula Hollywood

Current Play Leader – Kenzie / Megan / Renée/ Emma

Current Safeguarding Trustee – Julia James – 07894 672019

Policy due for review: 30th December 2026