

YORKETOWN COMMUNITY CHILDREN'S CENTRE

ANTI BULLYING PROCEDURES

The purpose of these procedures is to provide a systematic process to prevent violence and bullying at our site. This includes identification, assessment and control of bullying.

Bullying is an imbalance of power.

Bullying can be physical, psychological, verbal or social.

Director's responsibilities:

- Model appropriate behaviour
- Plan to prevent bullying in consultation with staff and notify parents involved.
- Retain records of bullying behaviour, actions taken and consultation.
- When managing emergency violent situations, adapt and implement the DECS emergency guidelines.
- Monitor and review Bullying Policy on a regular basis.
- Record all incidents of workplace violence and bullying and report serious or recurring incidents to

Regional Director or Assistant Regional Director.

- Provide debriefing and access to support services following a violent situation.

Parent responsibilities:

- Model appropriate behaviour
- Discuss problem with child
- Notify a staff member of the problem as soon as it appears
- DO NOT encourage violence as a suitable means of solving the issue
- Discuss different solutions of sorting out the problem

All Staff will:

- Report incidents of violence or bullying to the Director.
- Implement/comply with planned preventative actions.
- Use grievance procedures

Records to be kept:

- Re-occurring incidents and relevant Violence/bullying prevention plans