



Digital Writes - Development & Publishing C.I.C.

Anti-Bullying Policy

The purpose and scope of this policy statement

The purpose of this policy statement is:

- to prevent bullying from happening to anyone who is part of our organisation or takes part in our activities, including:
 - children;
 - young people;
 - vulnerable adults;
 - volunteers;
 - interns;
 - staff.
- to make sure bullying is stopped as soon as possible if it does happen 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.

This policy applies to anyone working on behalf of Digital Writes, including senior managers and the board of directors, paid staff, volunteers, freelancers, agency staff and students.

Separate documents set out:

- Code of Conduct for Adults Working with Children and Young People;
- Code of Conduct for Children and Young People;
- our Guidelines for Workshop Reflection.

What is bullying?

Bullying includes a range of abusive behaviour that is

- repeated;
- intended to hurt someone either physically or emotionally.

More detailed information about bullying is available from:
learning.nspcc.org.uk/child-abuse-and-neglect/bullying

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. The NSPCC provides summaries of the key legislation and guidance on:

- bullying: learning.nspcc.org.uk/child-abuse-and-neglect/bullying
- online abuse: learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- child protection: learning.nspcc.org.uk/child-protection-systemx

We believe that:

- children and young people should never experience abuse of any kind;
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them;
- we have a responsibility to promote the welfare of vulnerable adults, to keep them safe and to practise in a way that protects them

We recognise that:

- bullying causes real distress - it can affect a person's health and development and, at the extreme, can cause significant harm;
- all children, regardless of age, disability, gender, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse;
- everyone has a role to play in preventing all forms of bullying (including online).

We will seek to prevent bullying by:

- maintaining our Codes of Conduct that set out how everyone involved in our organisation is expected to behave, in face-to-face contact and online;
- ending each workshop with a period of reflection following our Guidelines for Workshop Reflection, which will include reflecting on whether everyone is:
 - upholding the Codes of Conduct;
 - listening to each other;
 - respecting the fact that we are all different;
 - fully involved with the activity;
- providing support and training for all staff and volunteers on dealing with all forms of bullying, including racial, sexist, homophobic and sexual bullying;
- making sure our response to incidents of bullying takes into account:
 - the needs of the person being bullied;
 - the needs of the person displaying bullying behaviour;
 - needs of any bystanders;
 - our organisation as a whole;
- reviewing the plan developed to address any incidents of bullying.

We recognise that bullying is closely related to how we respect and recognise the value of diversity.

We will be proactive about:

- seeking opportunities to learn about and celebrate difference;
- increasing diversity within our staff, volunteers, children and young people;
- welcoming new members to our organisation.

We will follow the NSPCC's guidance and procedures about responding effectively to bullying:

- Protecting children from bullying and cyberbullying:
learning.nspcc.org.uk/child-abuse-and-neglect/bullying
- Recognising and responding to abuse:
learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse

Declaration

This Code of Conduct was written by Digital Writes staff based on a standard example by NSPCC and approved by Digital Writes Board of Directors on 24 June 2020.

We are committed to reviewing our policy and good practice annually.