

FORTH **CHILDREN'S** **THEATRE**

ANTI-BULLYING POLICY

V1.1

BULLYING POLICY PROCEDURE AND CONTACTS

This Anti Bullying Policy is linked to Forth Children's Theatre Safeguarding Policy. If anyone believes that an individual has suffered from neglect or abuse as a result of bullying, they should notify us in accordance with the procedures set out in the safeguarding policy.

If a person is at immediate risk of harm please STOP reading this document and use the procedure noted in Page 1 of the Safeguarding Policy

Key Anti-Bullying Contacts

Calum Arundel – Safeguarding Lead

safeguarding@forthchildrenstheatre.org

Irene Hogg – Chair, Board of Trustees

chair@forthchildrenstheatre.org

Forth Children's Theatre

Please notify action taken by email to:

board@forthchildrenstheatre.org

Policy Statement

Forth Children's Theatre acknowledges that bullying behaviour is unacceptable and will not be tolerated. We endeavour to ensure that a safe and secure environment is provided for every young person who wishes to participate in the performing arts.

Forth Children's Theatre acknowledges that bullying can take place and may need to be addressed amongst any combination of persons that are present at Forth Children's Theatre, regardless of their role: participant, volunteer, volunteers or board member.

Forth Children's Theatre's Anti Bullying Policy will be clearly displayed in rehearsal and venue premises with a contact name and number for confidential support. This is always available from the Safeguarding Lead or any board member.

Statement of Principles

Forth Children's Theatre Group (FCT) was formed to encourage children and young adults to take part in and enjoy working and performing within the Theatre Arts.

The experience of participating in the Theatre Arts should be both enjoyable and rewarding for all the participants. The aim of FCT is to ensure that all participants feel safe, secure and respected while they are in this organisation.

Definition Of Bullying

- Bullying is the use of aggression with the intention of hurting another person.
- Bullying results in pain and distress to the victim.
- Bullying can be:
- Emotional being unfriendly, excluding, tormenting (e.g., hiding possessions, using threatening gestures).
- Physical pushing, hitting, kicking or any use of violence.
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focusing on the issue of sexuality
- Religious because of or focusing on the issue of faith
- Verbal name-calling, sarcasm, spreading rumours
- Cyber all areas of internet, such as e-mail and internet chat room misuse mobile phone threats by text messaging and calls misuse of associated technology, i.e. camera and video facilities or social media

Implementation

Forth Children's Theatre's Safeguarding Lead and Artistic team oversees the implementation of the Anti-Bullying Policy during rehearsals. The Safeguarding Lead and Production Manager oversee the implementation of this when the cast are moved to the venue environment.

The Safeguarding lead is also responsible for establishing procedures for the reporting of specific incidents of bullying. These will be dealt with on an individual basis and confidentially by the group unless more serious cases require the involvement of the Board of Directors and if sanctions are required.

Forth Children's Theatre will provide appropriate awareness raising and training to all relevant volunteers and volunteers to reinforce this policy and to provide skills and techniques to counter bullying behaviour. All volunteers and volunteers should be informed of what to do when an incident of bullying is reported.

Procedure

1. All Incidents should be reported to volunteers and subsequently to the Safeguarding Lead or other contact noted on Page 1 of this policy.
2. Incidents will be recorded by volunteers (where possible as a verbatim report) See Appendix 1
3. The bullying behaviour or threats of bullying must be investigated by the Safeguarding Lead and dealt with robustly
4. An attempt will be made to help the bully (bullies) change their behaviour
5. In serious cases, parents/guardians will be informed and will be asked to visit to discuss the problem
6. If necessary and appropriate, Police Scotland will be consulted

Outcomes

1. The bully (bullies) will be asked to genuinely apologise, and other consequences may take place
2. In very serious cases, suspension or exclusion for the remaining show commitment could be considered
3. After the incident(s) have been investigated and dealt with, each case will be monitored in striving to ensure repeated bullying does not take place

Recordkeeping and confidentiality

Any information relating to any guidance under the safeguarding Policy should be recorded, if possible, at the time the incident happens, or as soon as possible afterwards.

Information should be recorded on Forth Children's Theatre incident form where possible, and at a minimum should include:

- Date and time
- A brief description, who was involved, who witnessed the incident etc. Where a discussion with a young person was involved their words should be reported verbatim (exactly as they say it) where possible
- Signature of staff member/s concerned (after the last word of statement) and who it was reported to
- The staff member/s signature on the report and details of who the report was passed to signifies the end of their responsibility

FORTH CHILDREN'S THEATRE

The Safeguarding Lead or whomever is acting upon their behalf, will then decide on what action to take.

There may be a need under certain circumstances, relating to child or adult protection, to share information with a third party, such as a family member or social worker or the police, without this forming part of an established communication agreement. This is required to ensure that this third party is suitably informed to be able to effectively advocate and support the person involved in the developing risk of harm situation.

It is equally possible that we may believe, that under some specific circumstances it is most appropriate not to disclose information to parents or carers, and to refer exclusively to the local authority, and/or the police.

This will only occur when we feel that it is in the best interest of young person, and when they may otherwise be at risk of harm.

Evaluation

Records of incidents are kept and used to inform future practice.

Spot checks and occasional surveys are also used.

Evaluation and review will ensure that the Youth Theatre remains responsible to changing needs whilst striving to protect young people from bullying.

What We Intend To Achieve

Our Anti-Bullying Policy aims to achieve a reduction in bullying due to:

- The vigilance and responsiveness of volunteers and volunteers to bullying behaviour
- Acknowledgment by young people that bullying will be tackled
- Raised awareness about bullying and the forms it can take
- A greater proportion of young people informing an adult if they are being bullied
- The involvement of volunteers, parents and young people in implementing the Anti-Bullying Policy

FCT Anti-Bullying Review Procedures

Action	Responsibility
All new committee members must be given a copy the FCT Anti-Bullying policy.	Safeguarding Lead
All regular volunteers i.e. 'heads of departments' must be given a copy of the FCT Anti-Bullying and have taken part in an FCT Safeguarding session prior to involvement with young people.	Safeguarding Lead
All cast members shall be made aware of key items of the Anti-Bullying policy and will undergo a "awareness" session with a member of the board using the cast safeguarding presentation	Safeguarding Lead or nominated board individual
All volunteers must be aware of the Anti-Bullying policy and guidelines and know who to contact should the need arise	Safeguarding Lead
A copy of the FCT Anti-Bullying policy must be visibly displayed in all rehearsal or venue environments. Costume and Props shall also have a copy in their "Bases"	Safeguarding Lead & Production Manager
Artistic/ Creative team must be given a copy of the FCT Anti-Bullying Policy prior to auditions. This should be at a meeting which will outline roles, responsibilities, safeguarding and Health and Safety responsibilities for the duration of the show.	Safeguarding Lead Artistic Director
Safeguarding shall be an item on the agenda of all FCT board meetings to allow for concerns to be raised and review current process.	Safeguarding Lead & Secretary
Parents / guardians should be aware of where they can access the Anti-Bullying policy at any time. This can be done through contact with the safeguarding lead or any board member.	Safeguarding Lead & Board Members
Anti-Bullying Policy and Guidelines will be reviewed on an annual basis at the AGM unless otherwise required.	Safeguarding Lead

FORTH CHILDREN'S THEATRE

Appendix 1

Concern Form (if any box is full please continue on another concern form and note page number at top with total enclosed - e.g pg 2/4)

Young Person's Name	
Date of Birth	
Date and time of disclosure being made	
Name of Volunteer Noting Concern	

Concern (Please describe as fully as possible and verbatim if possible)		
Signature: please sign immediately at the end of your concern notes above to remove the chance of information being added.		
Date	Actions Taken	Signature of person actioning

FORTH CHILDREN'S THEATRE
