

# Anti - Bullying Policy

Date: September 2018

Review Date: October 2019

At Newton Westpark Nursery we take bullying very seriously. Bullying involves the persistent physical or verbal abuse against another individual. It is characterised by intent to hurt, often planned and accompanied by an awareness of the impact of the bullying behaviour

Newton Westpark Nursery is committed to providing all employees a healthy and safe work environment, and we will ensure that procedures exist to allow complaints of bullying to be dealt with and resolved within, without limiting any person's entitlement to pursue resolution of their complaint with the relevant statutory authority as we are committed to the elimination of all forms of bullying.

This policy applies to all employees of Newton Westpark Nursery, It applies during normal working hours, at work related or sponsored functions, and while traveling on work related business. It also applies to that through the use of technology such as mobile phones and social networking sites. There will be no recriminations for anyone who in good faith alleges bullying.

## Definitions:

Bullying is an unwelcome or unreasonable behavior that demeans, intimidates or humiliates people either as individuals or as a group. Bullying behavior is often persistent and part of a pattern, but it can also occur as a single incident. It is usually carried out by an individual but can also be an aspect of group behavior (see "mobbing" below). Some examples of bullying behavior are:

### Verbal communication

- Abusive and offensive language
- Insults
- Teasing
- Spreading rumor and innuendo
- Unreasonable criticism
- Trivializing of work and achievements

### Manipulating the work environment

- Isolating people from normal work interaction
- Excessive demands
- Setting impossible deadlines

### Psychological manipulation

- Unfairly blaming for mistakes
- Setting people up for failure
- Deliberate exclusion
- Excessive supervision
- Practical jokes
- Belittling or disregarding opinions or suggestions
- Criticizing in public
- Continuous attitudes and disrespecting of another peer/ colleague

Context is important in understanding bullying, particularly verbal communication. There is a difference between friendly insults exchanged by long-time work colleagues and comments that are meant to be, or are taken as, demeaning. While care should be exercised, particularly if a person is reporting alleged bullying as a witness, it is better to be genuinely mistaken than to let actual bullying go unreported.

## **Mobbing**

Mobbing is a particular type of bullying behavior carried out by a group rather than by an individual. Mobbing is the bullying or social isolation of a person through collective unjustified accusations, humiliation, general harassment or emotional abuse. Although it is group behaviour, specific incidents such as an insult or a practical joke may be carried out by an individual as part of mobbing behaviour.

## **Consequences of Bullying**

Bullying is unacceptable behavior because it breaches principles of equality and fairness, and it frequently represents an abuse of power and authority. It also has potential consequences for everyone involved.

For those being bullied:

People who have been bullied often suffer from a range of stress-related illness. They can lose confidence and withdraw from contact with people outside the workplace as well as at work. Their work performance can suffer, and they are at increased risk of workplace injury.

For the employer:

Besides potential legal liabilities, the employer can also suffer because bullying can lead to:

- Deterioration in the quality of work
- Increased absenteeism
- Lack of communication and teamwork
- Lack of confidence in the employer leading to lack of commitment to the job

## **For others at the workplace:**

People who witness bullying behaviours can also have their attitudes and work performance affected. They can suffer from feelings of guilt that they did nothing to stop the bullying, and they can become intimidated and perform less efficiently fearing that they may be the next to be bullied.

Responsibilities:

### **Managers and supervisors**

- Ensure that all employees are aware of the anti-bullying policy and procedures
- Ensure that any incident of bullying is dealt with regardless of whether a complaint of bullying has been received
- Provide leadership and role-modeling in appropriate professional behaviour
- Respond promptly, sensitively and confidentially to all situations where bullying behaviour is observed or alleged to have occurred

### **Employees**

- Be familiar with and behave according to this policy
- If you are a witness to bullying, report incidents to a member of the management team and/ or the nursery director.
- Where appropriate, speak to the alleged bully(ies) to object to the behaviour.

### **If you think you have been bullied:**

- Any employee who feels he or she has been victimised by bullying is encouraged to report the matter to his or her manager, or nursery director.
- Where appropriate, an investigation will be undertaken and disciplinary measures will be taken as necessary.

Management Signature: .....

Date: .....

