



| Childcare | Breakfast Clubs | Lunch Clubs | PPA Cover | After School Clubs | Holiday
Camps |

Anti-Bullying Policy

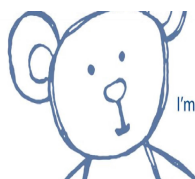
Xtra Time and 1st Touch Coaching will provide a supportive, caring and safe environment in which all children are free from the fear of being bullied. Bullying of any form is not tolerated in our club, whether carried out by a child or an adult.

Staff, Coaches, children and parents or carers will be made aware of the Club's position on bullying. Bullying behaviour is unacceptable in any form.

Any child who is a victim of bullying will be dealt with in a sympathetic manner. If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff / Coach and then discussed with the manager. A clear account of the incident will be recorded on an **Incident Form**. All staff will be informed so that close monitoring of the victim and bully can begin. Parents of both parties will be informed.

Xtra Time and 1st Touch Coaching defines bullying as the *repeated* harassment of others through emotional, physical, psychological or verbal abuse.

- **Physical:** Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any sort of violence against another person.
- **Psychological:** Behaviour likely to create a sense of fear or anxiety in another person.
- **Emotional:** Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, making another person feel 'left out' of a game or activity, passing notes about others or making fun of another person.
- **Verbal:** Name-calling, put-downs, ridiculing or using words to attack, threaten or insult. For example, spreading rumours or making fun of another person's appearance.



Graded Good with aspects of Outstanding - Cassio Ofsted Report September 2018.

| Holywell Ofsted No: EY444153 | Cassiobury Ofsted No: EY535926 |

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Sept 2025 - To be reviewed in Sept 2026



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Preventing bullying behaviour

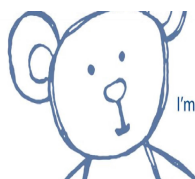
Staff at Xtra Time and 1st Touch Coaching will foster an anti-bullying culture in the following ways:

- Encouraging caring and nurturing behaviour
- Discussing friendships and encouraging paired, group and team play
- Encouraging children to report bullying without fear
- Discussing the issues surrounding bullying with the children, including why bullying behaviour will not be tolerated
- Exploring the consequences of bullying behaviour with the children.

Responding to bullying behaviour

Xtra Time and 1st Touch Coaching acknowledges that despite all efforts to prevent it, bullying behaviour is likely to occur on occasion. Should such incidents occur, the Club will respond in accordance with the following principles:

- We will address all incidents of bullying thoroughly and sensitively.
- Victims of bullying will be offered the immediate opportunity to discuss the matter with a member of staff who will reassure the child and offer support.
- They will be reassured that what they say will be taken seriously and handled sympathetically.
- Staff will support the individual who has been bullied, keeping them under close supervision, and checking their welfare regularly.
- If another child witnesses bullying and reports this, staff / Coaches will reassure them that they have done the right thing. Staff / Coaches will then investigate the matter.
- If a member of staff witnesses an act of bullying, involving children or adults at the club, they will inform the Manager.
- Children who have been bullied will be helped by discussing what has happened, establishing why the child became involved. Staff and Coaches will



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help the child to understand why this form of behaviour is unacceptable and will encourage him/her to change their behaviour.

- If bullying behaviour persists, more serious actions may have to be taken, as laid out in the Suspensions and Exclusions policy.
- All incidents of bullying will be reported to the manager and will be recorded on an Incident form. The manager and other relevant staff will review the Club's procedures in respect of bullying, to ensure that practices are relevant and effective.

If there are more incidents of bullying involving the same child these steps will be taken –

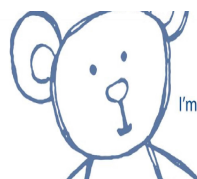
An informal chat with the child who is bullying and their parents.

Next step a letter will be sent home with a copy of our anti-bullying policy.

If the bullying continues we will invite the parents to come for a meeting with the manager and George to discuss the problem and how it can be resolved.

Finally if none of the steps above work we will have no choice but to ask the parent to take their children from the club. Depending on the situation this will either be for a set amount of time or permanently.

Coaches will liaise with the School and a decision will be made whether the child can continue with the sport sessions.



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