Dyslexia Ireland

POLICY COVERSHEET

This policy does not form part of the employment contract. Dyslexia Ireland may amend this policy from time to time at its sole discretion. Dyslexia Ireland may also vary the policy, as appropriate in any case.

Name of Policy and Version:	**Anti-Bullying Policy and Procedure v4.0**
Policy Status:	New Policy ☐ Revision of Existing Policy [x]
Approval for this policy given by:	Dyslexia Ireland Board
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This anti-bullying policy applies to our Workshop classes and the Readable Project. This policy sets out how Dyslexia Ireland regards bullying as an organisation, what we will do to address it, as well as how we will support children, young people, staff and volunteers who experience or display bullying behaviour.

Bullying

- All forms of bullying will be acted upon.
- Everybody in the organisation has a responsibility to work together to prevent and aim to stop bullying.
- Bullying can include online as well as offline behaviour.
- Bullying behaviour can include, but is not limited to:
    - physically pushing, kicking, hitting, pinching etc.
    - name calling, spreading rumours, persistent teasing and humiliation or the continual ignoring of others
    - posting of derogatory or abusive comments, videos or images on social media
    - racial, homophobic, transphobic or sexist comments, taunts or gestures
    - sexual comments, suggestions or behaviour
    - unwanted physical contact

Dyslexia Ireland will:

- Recognise its duty of care and responsibility to safeguard all children, young people, staff and volunteers from harm.
- Promote and implement this anti-bullying policy in addition to our Child Safeguarding Statement and Child Protection Policy and procedures, and Codes of Conduct.
- Ensure that bullying behaviour is not tolerated or condoned.
- Require all members of the organisation to abide by this policy.
- Take action to investigate and respond to any reports of bullying from children, young people, staff and volunteers.
- Ensure that staff and regular volunteers are given access to information and guidance on recognising bullying, and anti-bullying guidelines.

Each participant, staff member or regular volunteer will:

- Encourage individuals to speak out about bullying behaviour.
- Respect every child's need for, and right to, a learning, play and/or work environment where safety, security, praise, recognition and opportunity for taking responsibility are available.
- Respect the feelings, views and beliefs of others.
- Recognise that everyone is important and equal.
- Show appreciation of others by acknowledging individual qualities, contributions and progress.
- Ensure safety by having rules and practices carefully explained.
- Report incidents of bullying behaviour – by doing nothing an individual could be perceived to be condoning the bullying behaviour.

Supporting children

- We will let children know that we will listen to and support them.
- We will create an "open door" ethos where children feel confident to talk to an adult about bullying behaviour or any other issue that affects them.
- Potential barriers to talking (including those associated with a child's disability) will be acknowledged and addressed at the outset to enable children to speak out.
- We will make sure children are aware of helpline numbers, if needed.
- Anyone who reports an incident of bullying will be listened to carefully and reports will be taken seriously.
- Any reported experience of bullying behaviour will be investigated and will involve listening carefully to all those involved. A record will be kept of all reports and or investigations.
- Children experiencing bullying behaviour will be supported and helped to uphold their right to learn, play and live in a safe environment.
- Those who display bullying behaviour will be supported and encouraged to develop better relationships.
- We will make sure that sanctions are proportionate and fair.
- The manager of each service will be the person responsible for dealing with bullying issues within their service, with the support of their line manager, as needed.

Support to the parents/guardians

- Parents or guardians will be advised on the organisation's anti-bullying policy and practice.
- Any experience of bullying behaviour will be discussed with the child's parents or guardians.
- Parents will be consulted on any proposed action to be taken (for both victim and bully) and we'll agree on these actions together.
- Information and advice on coping with bullying will be made available.
- Support will be offered to parents, including information from other agencies or support lines.

Support for Staff and/or Volunteers

- Staff and regular volunteers will be advised on Dyslexia Ireland's anti-bullying policy and practice.
- We will create an "open door" ethos where staff and volunteers feel confident to talk to their line manager, or another member of the management, about bullying behaviour or any other issue that affects them.
- Any reported experience of bullying behaviour will be investigated and will involve listening carefully to all those involved. In line with our Dignity and Respect at Work Policy, Dyslexia Ireland's Grievance Procedure may be initiated, where necessary.
- Information and advice on coping with bullying will be made available.
- Support will be offered to staff and volunteers, including information from other agencies or support lines.
- Staff should also refer to the staff support procedures and policies contained in the Employee Manual.

Useful contacts and sources of additional information and resources

Childline 1800 66 66 66

Samaritans 1850 60 90 90 or email jo@samaritans.org

National Anti-Bullying Website http://tacklebullying.ie/

Anti-Bullying Campaign www.antibullyingcampaign.ie

National Anti-Bullying Research and Resource Centre www.antibullyingcentre.ie