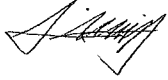
 <p>YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES</p>	Management Area: CHILDRENS SERVICES	Pages: [03] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: ANTI BULLYING		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management, families & children.

2. Policy Statement

- 2.1. The YMCA aims to protect its staff and participants from Bullying in our centres.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Anti Discrimination
- 3.2. Behaviour Management
- 3.3. Child Management
- 3.4. Child Protection

4. Responsibilities & Delegations

- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff is responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. Q& A Principles.


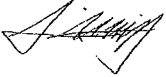
6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

PROCEDURES

Child responsibilities:

- All children are expected to model and articulate respectful behaviours
- All children must show respect for everyone
- All children are responsible for their own actions or failure to act
- All children must care for themselves and other children by:

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- Not joining in acts of bullying
- Supporting the person being bullied
- Speaking out against bullying
- Reporting bullying

Staff responsibilities:

- All staff must model and articulate respectful behaviours.
- Staff is expected to discuss bullying with the group i.e. what is bullying and how it affects others.
- All staff has a responsibility to implement and actively support the policy.
- All staff must recognise that a safe environment is integral for effective and positive social experiences.
- All staff has a responsibility to be aware, and to actively intervene, at all times.
- Inform both parents/guardians of the bullying. (Refer to page 5 of Child Management Policy for further details)


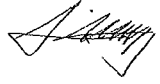
Bullying Procedures:

YMCA of Sydney staff must intervene to resolve any bullying situation immediately. It is important that all parents and children understand bullying is not tolerated at the YMCA. The following procedures are to be put in place when addressing the issue:

- Staff must listen and assess the situation –it is bullying?
- Immediately support the child by recognising the hurt.
- Remove the offending child/ren from the situation and room if necessary.
- Staff must document every occurrence of bullying regardless of how many times it occurs.
- Act to resolve the situation. Resolution may include:
 - An apology
 - Return of property or compensation if property is damaged
 - Separation of children
 - Removal of child/ren to time out area
 - Peer mediation
 - Counselling from Program Coordinator.
 - Immediate suspension if necessary

Where the level of support is not adequate to alleviate the distress of any child, or the staff member requires support in offering strategies to any child, the staff member will refer the matter to the Program Co-ordinator or to their YMCA Manager.

If the bullying behaviour continues, a discussion will be held with the child, the parent(s), the Program Coordinator and the Centre Manager about the implementation of a Behaviour Management Plan. Where the bully does not cease possible expulsion from the service may occur.

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Helpful tips:

- Encourage children to create Anti Bullying Signs
- Have all children sign agreements of what is acceptable behaviour.
- Have child sign a contract with staff outlining the acceptable behaviour.
- Encourage positive peer support.
- Reward positive behaviour with "well done, I appreciate the way that was done", "You're a good friend".....etc.
- Staff should document all negative behaviour to track trends & or triggers.
- Discuss ways staff can redirect the bullying at staff meetings and support each other when dealing with children with challenging behaviours.

7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

I endorse the Anti Bullying Policy.

Name: *Maryann Rupnik*
 Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
 Group Manager

Signature: 

Date: 7 December 2009