Elysian

Anti-Bullying Policy

Providing Animal Assisted Therapy & Learning

Policy reviewed: February 2026
Next policy review due: February 2027

Elysian is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following documents have been used in the formulation of this policy: Department for Education 'Preventing and Tackling Bullying' (2017), Department for Education 'Supporting Children and Young People Who are Bullied – Advice for Schools' (2014), Department for Education 'Cyber-Bullying – Advice for Headteachers and school staff' (2014), KCSIE (2025)

Objectives of this policy

This policy outlines what Elysian will do to prevent and tackle bullying. We are committed to developing an anti-bullying culture whereby no bullying, including between adults or adults and children and young people will be tolerated.

Elysian:

- Discusses, monitors and reviews our anti-bullying policy on a regular basis
- Ensures that children and young people can discuss any areas of concern regarding bullying opening and honestly
- Supports all staff to promote positive relationships and identify and tackle bullying appropriately
- Ensures through PSHE lessons that all children and young people know the difference between a possible unintended outburst without intention of hurting their feelings versus actual bullying behaviour towards them.
- Ensures that children and young people are aware that all bullying concerns will be dealt with effectively; that children and young people feel safe to learn; and that children and young people abide by the anti-bullying policy.

In addition to this, the following policies should also be considered: Safeguarding and Whistleblowing policies.

Definition

For the purposes of this policy, harassment and bullying will be defined as: '**Behaviour by an individual or group, usually repeated over time, which intentionally hurts another individual either physically or emotionally.'**

Bullying can include (but is not limited to): name calling; taunting; mocking; making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours.

This includes the same inappropriate and harmful behaviours expressed via digital devices (cyberbullying) such as the sending of inappropriate messages by phone, text, instant messaging, through web sites and social networking sites, and sending offensive and/or degrading images by phone or via the internet.

We do however recognise that the children and young people who attend Elysian may display the behaviours listed above due to their various diagnoses. To ensure that these behaviours do not develop into repeated or targeted bullying behaviours, we record all incidents of behaviour throughout each day and address any behaviours in line with individual children and young people's circumstances and needs.

Forms of bullying covered by this policy

Bullying can happen to anyone. This policy covers all forms of bullying including:

- Bullying related to all protected characteristics as set out in the Equalities Act 2010
- Bullying related to LDD (learning difficulties or disability)
- Bullying related to appearance or health conditions
- Bullying of young carers or looked after children or otherwise related to home circumstances
- Cyber bullying related to use of internet, mobile phone messages and social media

Elysian regards bullying as a form of behaviour that is entirely unacceptable and must be dealt with firmly, swiftly and carefully. It is the responsibility of everyone to prevent it happening and this policy contains guidelines for staff and children and young people. The starting point for resolving bullying behaviour and preventing further incidents, however, is to understand and address the underlying causes.

Children and young people

Children and young people at Elysian have the right to feel safe and happy. Bullying of any kind undermines these rights and can have a detrimental effect on those being bullied as well as those witnessing the bullying.

Children and young people bullying children and young people:

- Prevention is always better than cure and this is dependent upon:
- Staff knowing their children and young people.
- Staff interacting with as well as knowing their children and young people so that those children and young people will trust their staff and be prepared to make an early complaint to them.
- Making new children and young people feel welcome and secure.
- Staff dealing fairly, firmly and sympathetically with bullying situations and with all complaints of potential bullying.

Action:

The primary function is to ensure that all involved are safe from harm/further harm. This is of paramount importance.

- All action must be non-judgemental and protective.
- Any complaining or injured children and young people must be instantly reassured.
- Ascertain the facts, speak to witnesses and give each child or young person the opportunity to state their case in a calm, unhurried atmosphere away from the scene of any incident.
- Decide upon the action to be taken bearing in mind the fact that it must be our aim to modify the behaviour of the children and young people concerned, not to carry out an act of apparent revenge on behalf of the victim. This could constitute an act of institutional bullying and be manifestly unjust and counter – productive.
- Inform the staff team, if they not been involved from the outset.
- Inform the stakeholders concerned and note the incident in the incident log.
- Serious incidents, or those where an injury has been sustained must be recorded in the Accident Book without delay and reported to the Head of Education and Learning

Follow up action:

- Monitor the behaviour of bully and victim.
- Record any subsequent relevant behaviour.
- Be sure that any sanctions imposed e.g., restorative meetings are seen to be understood by all the parties involved and that they are perceived to be fair, relevant and finite.
- Make sure that no child or young person is labelled as a bully. Treat each situation as the facts of that situation demand.
- Use the curriculum to inform the children and young people about the nature, origins and consequences of bullying so that the children and young people will see that bullying in any form is unacceptable behaviour and that no children and young people can become involved in bullying inadvertently or through ignorance.
- Persistent bullies and regular victims will need further, individual work. Where such situations arise, the involvement of the Senior Leadership Team will be essential.

Children and young people bullied by staff

Staff bullying is defined as "using power to punish, manipulate, or disparage a children and young people beyond what would be a reasonable disciplinary procedure."

It is important to note that, staff do a good job, often under stressful circumstances. However, there may be a time when a child or young person feels they are being bullied by staff. If a child, young person, parent or carer raises the issue of being bullied by a staff member the following procedure will be followed:

- All action must be non-judgemental and protective.
- Any affected children, young people, parent or carers must be instantly reassured.
- Ascertain the facts, speak to witnesses and give each person involved the opportunity to state their case in a calm, unhurried atmosphere away from the scene of any incident.
- Inform the parent / carer of the complaint if made by a child or young person.
- If it is in the best interest of the children and young people / staff member, ensure the staff member is not in the same classroom as the children and young people until it has been decided if and what action is to be taken.
- Decide upon the action to be taken.
- Inform the staff member of the action to be taken, if necessary, e.g., disciplinary.
- Inform any other stakeholders if necessary.
- **Any serious incidents / allegations must be dealt with under the Complaints Policy**
- Ensure that children and young people and staff member are fully supported during and after any allegation and subsequent meetings.

Staff / Parents / Carers being bullied

Elysian takes measures to prevent and tackle bullying among children and young people; however, it is equally important to recognise that bullying of staff and parents, whether by children and young people, parents or other staff members, is unacceptable.

Adults (staff and parents) who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the concern with the designated safeguarding lead, a senior member of staff and/or the Head of Education.
- Advising them to keep a record of the bullying as evidence and discuss how to respond to concerns and build resilience, as appropriate.
- Where the bullying takes place off site or outside of normal school hours (including online), Elysian will still investigate the concern and ensure that appropriate action is taken in accordance with the Elysian's Behaviour Policy.
- Reporting offensive or upsetting content and/or accounts to the service provider, where the bullying has occurred online.
- Reassuring and offering appropriate support.

Adults (staff and parents) who have perpetrated the bullying will be helped by:

- Discussing what happened with the Head of Education or other member of the Leadership Team to establish the concern.
- Establishing whether a legitimate grievance or concern has been raised and signposting to Elysian's official complaints procedures.
- If online, requesting that content be removed.
- Instigating disciplinary, civil or legal action as appropriate or required.
- Identifying and implementing appropriate training.

Policy on bullying and harassment among members of staff:

Elysian is committed to protecting its staff from harassment and bullying. All forms of harassment and bullying are unacceptable and will be fully investigated. Everyone within the organisation is responsible for his, her or their

conduct to others. People not only have a responsibility to themselves, in acknowledging their responsibilities to others, but they should also ensure that any incidents of harassment or bullying to others do not go unreported.

Elysian believes that each member of staff has the right to be treated with courtesy, dignity, fairness and respect always. It is committed to this belief and this policy is aimed at giving further commitment to good employment practice and good practice in equal opportunities as well as underpinning its legal and professional obligations.

Harassment and bullying can have serious consequences within the workplace including anxiety, stress, physical ill health and recruitment and retention problems. This policy is aimed at ensuring that such problems do not arise in the first place and at ensuring that where such problems do occur, they are taken seriously. It aims to make it plain that anyone who feels that they are subject to any form of harassment or bullying can have the confidence to complain without fear of reprisal or ridicule.

For this policy to be successful in providing a positive support for all staff, everyone needs to give their individual commitment to ensure that harassment and bullying is recognised and not tolerated.

This can only happen when:

- Senior staff support this policy and are proactive and vigilant of the behaviour of others and are responsible for addressing actions which might cause offence.
- All staff support this policy and are aware of how their behaviour may affect others. Staff must be proactive in promoting an atmosphere which is free from harassment and bullying and must challenge instances of such behaviour wherever they occur.

Action:

Senior staff:

- Senior staff should be supportive of the staff and ensure that harassment and bullying is prevented in the first instance. It is the responsibility of the management to ensure that each member of staff is made aware of this policy.
- Where senior staff suspect incidents of harassment or bullying are occurring, they must address the issue as soon as is reasonably practicable. If there is sufficient evidence to believe that any individual's conduct is unacceptable, the matter should be investigated formally in accordance with Elysian practices.
- Senior staff should always act in a professional and fair manner and ensure that their own behaviour does not breach this policy.

Staff and volunteers:

- All staff and volunteers should refrain from any conduct which would amount to harassment or bullying of another.
- All staff and volunteers should work together to both prevent and to report any instances of harassment or bullying.
- All staff and volunteers have a responsibility to create an atmosphere free from harassment and to challenge harassment or bullying wherever it is encountered.
- Where staff or volunteers are victims of any perceived harassment or bullying, or are witness to them, they have a duty to report such incidents safe in the knowledge that management will take such reports seriously and that all such reports will be dealt with promptly, sensitively and in the strictest of confidence.

What to do if you believe that you are being harassed or bullied:

- Do not hesitate to contact a senior staff member. They will be able to give support and advice on how to approach the matter and whether more formal action is required. The final decision on whether a formal complaint should be made rests with the person affected.

- In the first instance, it may be appropriate to try to resolve the situation by speaking directly to the other person involved and ask them to stop or amend their current behaviour. This gives that person the opportunity to recognise the effect of their behaviour on others.
- If an individual has attempted to resolve the situation without success, a formal complaint should be made to the Head of Education and Learning, Chair of Governors or Advisory Board Chairperson.
- It is good practice to keep a written record of any incidents. However, it is equally important to consider that the collation of detailed records against another person can be considered harassment where there is no just or reasonable cause or where no attempts have been made to resolve any conflict.

Investigating harassment or bullying:

- Since harassment or bullying are normally considered to be gross misconduct it is important that all complaints are treated seriously and investigated promptly in accordance with procedure.
- Each complaint must be investigated in a confidential manner and both parties made aware of any outcome or actions to be taken.
- Where necessary, other people involved in the investigation may also be given feedback or appropriate debriefing.
- All complaints of bullying and the outcomes will be reported to the Advisory Board and Governing Body.

This policy will be reviewed annually by the Senior Head of Education and Learning with the support of the Governing Body and advisory board where required.

For the purposes of this policy, where the term Elysian is used, it refers to Elysian Animal Assisted Interventions Ltd including Elysian School and Elysian Animal assisted Therapy and Learning. This policy is applicable to all Elysian sites.