



Anti-Bullying Policy & Harassment Policy

Youth Ngage is committed to providing a caring, supportive and friendly environment where young people learn to value and respect each other and are challenged to reach their full potential through active participation. This policy sets out Youth Ngage's zero tolerance approach to bullying and harassment. It applies to all Youth Ngage's members, volunteers and staff.

Youth Ngage Kent also:

- Respects every child's need for, and rights to, an environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- Respects every individual's feelings and views
- Recognises that everyone is important and that our differences make each of us special
- Shows appreciation of others by acknowledging individual qualities, contributions and progress

Youth Ngage, therefore, has the following policy on bullying & Harassment:

- Bullying can include:
 - physical pushing, kicking, hitting, pinching or any other unwanted physical contact
 - name-calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation and the continual ignoring or exclusion of individuals
 - racial, sectarian or homophobic taunts, comments, graffiti and gestures
 - sexual comments and /or suggestions
 - threatening or unpleasant emails, text messages or posts on social networking sites
- Bullying will not be accepted or condoned. All forms of bullying will be addressed.



YOUTH NGAGE

- Children and young people from ethnic minorities, disabled children, young people who are gay or lesbian, or those with learning difficulties can be more vulnerable to this form of abuse and may well be targeted.
- Everybody has the responsibility to implement this policy and to work together to stop bullying - young people, parents and youth workers.
- Anyone who reports an incident of bullying will be listened to carefully and told what will be done with the information
- Young people will be told what is being recorded, in what context and why
- Young people being bullied will be supported and assistance is given to uphold their right to a safe youth club environment which allows their healthy development
- Those who bully will be supported and encouraged to stop bullying

Procedures

- Any reported incidents or suspicions of bullying should be reported to Yetunde Adeola, Youth Ngage's Project Director
- The Director, Yetunde Adeola will investigate the complaint objectively and will listen carefully to all those involved. Where possible, the parties will be brought together to see if the issue can be resolved with a (genuine) apology.
- If appropriate, parents of those involved will be informed and asked to meet with the Director, Yetunde Adeola to discuss the situation.
- If the issue is not resolved the youth club manager will bring together a small panel (Board member, Chairman, senior youth worker) to meet with the parties both together and separately to try and resolve the issue.
- If a satisfactory solution cannot be reached, the small panel will decide on the course of action to be taken.

What is harassment?

Harassment is unwanted behaviour which someone finds offensive, makes them feel intimidated or humiliated, or creates a hostile or degrading environment.

Any harassment directed at someone because of a protected characteristic as explained in the Equality Act 2010, is considered unlawful discrimination. This



YOUTH NGAGE

includes sexual harassment. Not only is this against the law, it goes against our commitment to valuing and celebrating differences. It's both a breach of this policy and our Equality and Diversity Policy.

You can find more information on how to recognise bullying and harassment, as well as relational conflict in our Anti-bullying and harassment procedure.

Policy statement

This policy applies to all Youth Ngage's settings and activities such as unit meetings, events and workplaces.

It applies to all Youth Ngage's communications and behaviors, online and offline.

We expect all Youth Ngage's volunteers, members and staff (including employees, officers, consultants, contractors, interns, casual workers and agency workers) to:

- Treat everyone with dignity and respect, following our Equality and Diversity policy, so Youth Ngage is a place where everyone is welcome and free to be themselves
- Promote positive, inclusive behavior by setting a good example and challenging those who don't
- Follow effective safeguarding behaviors
- Be aware of behavior that suggests possible bullying or harassment
- Report possible bullying and harassment to our Safe Practice department as soon as you can. If you're a member of staff, you should report it to your manager or Human Resources. See our Anti-bullying and harassment procedures for more information
- Respond to incidents of bullying, harassment or relational conflict between young members locally. Make use of local commissioners and report to our Safe Practice department as appropriate
- Deal with incidents in a timely and transparent way



YOUTH NGAGE

Youth Ngage has a duty of care to its volunteers. If any volunteer experiences bullying, harassment or other inappropriate behaviour from the parent or carer of a young member, this could lead to the young member having their membership withdrawn.

Managing breaches of this policy

We manage breaches of this policy by volunteers in line with our Safeguarding policy where appropriate.

If members of Youth Ngage's staff breach this policy, we'll follow our Staff disciplinary procedure which you can find on the staff intranet.

Whistleblowing as a volunteer or member of staff

We encourage our volunteers and staff to report concerns about possible bullying and harassment. But we know that you may find this difficult or uncomfortable. In that case, we encourage you to make a report.

Update	10 April 2023
Responsible Person	Yetunde Adeola
Date due for update	10 April 2024