

ANTI-BULLYING POLICY

Throughout this document, the term 'band' or 'Newark Town Band' means Newark Town Band and Newark Town Training Band.

Bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm. **All** band members have a role to play in preventing bullying and putting a stop to bullying.

The purpose of this policy is:

- to prevent bullying from happening in our brass band;
- when bullying does happen, to make sure it is stopped and that those involved receive the support they need;
- to provide information to all members, volunteers, young people and their families about what we should all do to prevent and deal with bullying.

We recognise that:

Bullying is "behaviour, usually repeated over time, that intentionally hurts another individual or group of individuals, physically or emotionally". One person or a group can bully others;

Bullying can occur either face to face between individuals or groups or online, using information technology, such as computers or mobile phones;

Bullying can include :

- verbal teasing or making fun of someone;
- excluding members from activities and conversations;
- pressurising other members not to be friends with the person who is being bullied;
- spreading hurtful rumours or passing round inappropriate photographs/images/drawings;
- shouting at or verbally abusing someone;
- stealing or damaging someone's belongings;
- making threats;
- forcing someone to do something embarrassing, harmful or dangerous;
- harassment based on race, gender, sexuality or disability;
- physical or sexual assault (although all sexual incidents and all but very minor physical incidents constitute abuse and must be dealt with in accordance with the bands Safeguarding Policy).

We will seek to prevent bullying by:

- Ensuring members following our code of conduct that sets out the "dos" and "don'ts" in terms of how everyone involved in the Band is expected to behave, both in face-to-face contact and online.
- Advertise and promote the band in a way that will help to attract members from diverse groups.
- Provide welcome information to new members and help them to settle in.
- Hold discussions with members, volunteers, young people and families who are part of the Band to ensure that they understand our anti-bullying policy.

If bullying is suspected or reported:

- The member of the committee / tutor/ volunteer who has been approached will deal with the incident immediately.
- A clear account of the incident will be recorded and given to the Safeguarding Officer who will interview all concerned and will record the incident

- Band conductors will be kept informed
- Parent(s) of child or young person will be kept informed
- The matter will be kept confidential, involving only those people that need to know
- Serious or repeated incidents will be managed in line with the Band's Safeguarding Policy.

Persons who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with a committee member of their choice
- Parental involvement (Under 18s Members)
- Reassuring the victim
- Offering continuous support
- Restoring self-esteem and confidence

Persons who have bullied will be helped by:

- Discussing what happened
- Discovering why the person became involved
- Establishing the wrongdoing and need to change
- Informing parents or guardians to help change the attitude of the person (Youth Members)
- If the Bullying does not cease or the conflict become resolved, the following disciplinary steps can be taken: Official warning to cease offending; Seating position to be reviewed; Member to be sent home; Permanent exclusion; Police informed. Monitoring and reviewing

The band committee is responsible for monitoring the effectiveness of this Anti-Bullying policy. It will be reviewed biennially.

This policy was last reviewed on:

Signed: 
Date: 27th April 2026

This policy will be reviewed **biennially**.

<u>Version</u>	<u>Date</u>	<u>Comments</u>	<u>Changes</u>
02	27/04/2026	First issue	

Child Bullying Incident Report Form

This form will be used by the Safeguarding Officer or committee member to record an incident or suspicion of bullying.

Details of person completing the form		
Your name	Your position	
The child's details		
Address/phone number		
Date of birth		
Other relevant details about the child <i>E.g. family circumstances, physical and mental health, any communication difficulties.</i>		
Parent/guardian/carer's details		
Are you recording: • Report made directly to you by the child? • Report or suspicions of bullying made by a third party (name)? • Your own report, suspicions or concerns about bullying?		
Date and time of disclosure		
Date and time of incident		
Details of the incident/suspicions. State exactly what you were told/observed and what was said. Use the person's own words as much as possible		
Action taken so far:		
Signed	Date	

APPENDIX 1

Intentional bullying includes:

- verbal abuse, such as name-calling, gossiping, teasing or making fun of someone
- non-verbal abuse, such as hand signs or text messages
- emotional abuse such as threatening, intimidating or humiliating someone
- exclusion, such as ignoring or isolating someone, or pressuring others not to be friends with them
- undermining, by constant criticism, spreading rumours or inappropriate images
- stealing or damaging someone's belongings
- controlling or manipulating someone
- harassment on the basis of race, gender, sexuality, appearance or disability
- physical assaults, such as hitting and pushing (unless very minor, must be dealt with as abuse under the band's Safeguarding Policy)
- sexual assault (must be dealt with in accordance with the band's Safeguarding Policy)
- forcing someone to do something embarrassing, harmful or dangerous
- making silent, hoax or abusive calls
- online or cyberbullying, including by means of "trolling" and "sexting".

Unintentional bullying includes:

- behaviour which is thoughtless or insensitive causing harm to someone
- behaviour or attitudes which lack ongoing empathy with the needs or feeling of others
- aggressive behaviour not recognised as such by the aggressor
- actions claimed to be justified as being in the best interests of the organisation or recipient despite an awareness that they may cause harm
- actions causing pain or harmful consequences of which the perpetrator is unaware
- gossip encouraging hurtful attitudes and behaviour
- using one's recognition of unintentional bullying by others as evidence that one cannot be a perpetrator oneself
- behaviour based on unchallenged minor prejudices
- justifying being the cause of painful embarrassment on the grounds of "having a laugh"
- seeking to excuse potentially harmful behaviour by apologising.