



## Zero Tolerance Behaviour Policy (Including Anti-Bullying Framework).

Authors:

MISS EMI-LU DALEY  
Creative Director and Founder

Fields of Dreams,  
Springfield Farm,  
Pottursbury,  
Northamptonshire,  
NN12 7QG



®

## Introduction:

It is a primary aim and core belief at the heart of Fields of Dreams and it is that every person feels that they are valued, respected, and appreciated, that everyone here is treated equally, and fairly with dignity. We are a caring organisation, whose values are built upon the foundations of mutual trust and respect for all forms of life.

Our behaviour Policy is designed to ensure that everyone, children and adults' alike feel safe and happy and are bestowed the best qualities and are presented the best opportunity to learn, achieve and be successful.

## Aims:

Our core aim is committed to the continued maintaining of a safe and secure equestrian learning environment, by creating a purposeful, relaxed, and happy atmosphere for everyone whilst working with the organisation, and the children involved.

We aim to enhance the personal levels of self-esteem of individuals through positive learning reinforcement, praise and positive encouragement in the learning of right behaviours through the valuing of the contribution each may make to the well-being of their own personal consciousness, themselves, and above all, how they treat others.

We will negotiate through the relative barriers by consensus strategies for promoting positive behaviour and modifying the factors of the unacceptable behaviours, which will transitioned and applied consistently.

We will communicate to all those involved, the systems of rewards and consequences adopted, in order to involve and enlist the support of everyone in encouraging appropriate behaviours, and to nurture the growth of self-discipline so that robust behaviour is maintained from the onset and away from the organisation.

## Rights:

At Fields of Dreams, everyone has the right:

- ❖ To feel safe, happy and secure in sessions at all times.
- ❖ To be able to learn, take part and play without threat or disruption from others (Safeguarding Policy)
- ❖ To know and be taught that bullying in any form is unacceptable and will be dealt with fairly.
- ❖ To be listened to and treated fairly and sensitively.

It is the responsibility of everyone to ensure that these rights are upheld in every area and session. Failure to do so could result in a disciplinary panel and in the severe cases, immediate dismissal without pay.

Children are actively encouraged to follow the rules, all adults should behave appropriately and follow the safeguarding rules at all times, failure to do so can result in disciplinary action.

No one should be subjected to humiliating or degrading treatment or any form of cruel or unusual punishment, and should always be encouraged positively that in rejecting aspects of bad behaviour, we are enabling them to be better individuals in their own right.

Fields of Dreams –

First Edition: 2019.

Last Revision: 2021/6

Anti-Bullying Framework – 2021



®

## General Rules:

Rules are kept to a minimum and exist purely for the safety and positive well-being of all.

- Respect and understand the needs of others
- Treat others appropriately and ensure others are included
- Help and Encourage others
- Be Polite
- Be Honest and Fair
- Take responsibility for actions and behaviours (accept consequences and make amends)
- Walk around the site sensibly and quietly especially around animals
- Respect other people's property and that of Fields of Dreams
- Use the toilet areas and drinks area sensibly and responsibly

## During Sessions:

Positive behaviour is promoted at all sessions. Time is also spent discussing a variety of inappropriate and unacceptable behaviours and people are asked to consider the effect that these behaviours may have on others. Consequences for the difference behaviours are discussed taking into consideration how extreme the behaviour is or frequently the behaviour occurs. This ensures a consistent approach and that everyone is clear about behaviour expectations.

## Strategies for Promoting Positive Behaviour:

We encourage the strategies for Promoting the influx of Positive behaviours

- Good Quality Training and Support (QTS)
- Interest and Exiting Learning
- Clear and Consistent High Expectations
- Praise for Good behaviour with positive reinforcement
- Encouragement of sharing of success with others (learning to share)
- Adults and Children are involved in the discussion about the rules
- Adults and Children are involved in the discussion about consequences
- Adults and Children are involved in the discussion about rewards.
- Everyone is given an ear to hear for the opportunity to discuss issues relating to the reflection of their own behaviour(s) so that they can be encouraged positively to adapt their behaviour for the future and learn from mistakes.
- Recognition and Reward for consistent good behaviour.
- Giving people responsibility for areas around the site or helping others.
- Peer Mentoring



®

## Strategies for Modifying Unacceptable Behaviour:

*We encourage the strategies for promoting the influx of Positive behaviours by taking a fair but Zero Tolerance approach.*

**Any intimidation, physical or verbally aggressive or threatening behaviour by a group or individual towards other will not be accepted and will be guided away from such behaviours.**

- We will not accept bullying, racist abuse, any form of fighting, no “toy fights” or “play-fighting” as it has the risk of invariably turning nasty. Whether intentional or not, it is not allowed.
- We will encourage all to use their language in a more vocabulistic way and encourage lessor use of words of profane meaning.
- We passionately invite all persons working for Fields of Dreams, to encourage people away from rudeness, but not accept it use in the understanding of mutual respect.
- We encourage others to follow the careful directions of members of staff.
- We encourage the respect of other peoples learning and activities.
- We take seriously matters of any damage or theft to property, whether the organisations equipment or the property of others.
- We take a zero tolerance approach to behaviour that puts others health and safety or livestock wellbeing or the environment at risk.
- We take a zero tolerance approach to dishonesty. We encourage the action to see that truthfulness is considerably better and that it enables the positive encouragement of dispute resolution;
- We take a zero tolerance approach to the possession of offensive weapons, misuse of drugs and/or the possession of;

## Strategies for Modifying Unacceptable Behaviour:

Consequences Include:

Trainer disapproval or verbal reminders

Discussion with an employee/school/teacher/parent about the behaviour

Removal of the person from the situation (asking them to move, sit down on the time out bean bag)

Withdrawal of privileges/rewards, and the reasons explained.

Redress for any wrongs and encouraging each other to help with teamwork.

Referrals to the School / Referring Body / parent (as appropriate)

Immediate Exclusion in worst case scenarios.

## Strategies for Dealing with Persistent Unacceptable Behaviour:



®

*Strategies include the following forms for dealing with persistent unacceptable behaviour:*

Regular Discussion with person /teachers / and parents as appropriate

Individual Behaviour Plans (IBP) or behaviour targets as part of sessions (the person involved in setting targets where appropriate)

Tracking the progress of a person's behaviour in sessions (target tracking sheets / personalised charts / observations in sessions)

Structured break times planned with some outside time with support where necessary

Structured equestrian learning time (the day is broken into small manageable task to encourage positive task management)

Internal Seclusion Sessions (Learning away from other people, on site, but in a separate session.

Team of people working closely together to support the person.

Knowing individual people well, to ascertain and understand the possible triggers for their behaviour and encouragement through the equestrian environment to positively encourage those benefitting to avoid those triggers.

Learning about the individual to better cater to their needs, to learn their triggers and how best to encourage them to avoid them.

Personalised consequences to deal with an individual's very specific behaviour.

Periodic Exclusions.

Fixed Term Exclusions.

Permanent Exclusions.



## The Exclusion Policy:

Strategies include the following forms for dealing with persistent unacceptable behaviour:

Regular Discussion with person /teachers / and parents as appropriate.

Very serious incidents including violence or verbal abuse, bullying, substance abuse, or behaviour threatening the health and safety of other of other or damage to property are likely to result in a fixed term exclusion from Fields of Dreams sessions, with a probationary period of behaviour monitoring. In the first instance the person will be removed from the session and the school organisation / parent will be notified.

The Behaviour and consequences will be discussed with all parties before the decision is made in severe cases if fixed term exclusions do not help the person improve behaviour alongside other interventions and support

A permanent exclusion could also be considered.

Any exclusion is not a decision that will be taken lightly as we do believe in fairness and that all have the opportunity to learn but not at the cost of another's wellbeing or safety.

## The Anti-Bullying Policy:

We believe that it is a basic entitlement of all people to be free of all forms of bullying.

It is **one of our principals** that it is the basic right of entitlement that all people are able to take part in our activities and be free from humiliation, oppression and abuse. It is the responsibility of all employees to ensure that people learn, and take part and play in a safe, caring and protective atmosphere at all times.

Bullying affects everyone. It also affects those others who may see it. Bullying has a lasting effect on people. We must take all reasonable steps to detect and deter bullying in all its forms. In the most serious forms of bullying we will follow action according to the Exclusion Policy.

We work hard to create an ethos which protects people from these unpleased aspects of behaviour and encourage it towards positive appeasing aspects of behaviour and positively direct them to the understanding that bad behaviour has consequences.



Any Employee / school / organisation / parent who suspects that the person may be a victim of any kind of bullying must report it to Miss Fisher, or Miss Daley, as soon as reasonable practicable.

**The definition of bullying:**

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms such as cyber bullying and it is often the case that it is motivated by the undue prejudice against another. Bullying thrives in an atmosphere of secrecy; all are encouraged to speak up about bullying.

Bullying can occur in the form of several different types of anti-social behaviour. It can be:

- Physical*
- Verbal*
- Exclusion.*
- Trespass to Property*
- Intimidation*
- Cyber-Bullying*

**Actions taken by Fields of Dreams to prevent bullying:**

- All complaints taken seriously and dealt with quickly and firmly.
- Appropriate level of staff support during sessions.
- Staff Awareness Training as required Discussions with people on aspects of bullying, and its dangers.
- Provision of activities for children at lunchtime. Providing tolerance and self-responsibility sessions
- Providing discussion for recognising and rewarding positive behaviour
- Helping others to develop positive strategies and assertion

The key to successful deterrence of bullying is with a robustable framework for anti-bullying with a firm but fair approach whilst still maintaining a zero tolerance outlook on this kind of behaviour.



®

## Action Taken When Bullying is suspected

### If bullying is suspected we talk

to the person affected, and  
the person responsible and  
those who were there.

### If any degree of bullying is identified, the following action will be taken:-

Help, Support and Counselling will be given with a fair proportion to each of the affected parties.

### We will support the victim in the following way:

By offering them an immediate chance to discuss what has happened.  
Informing parents/carers/organisation/ or school.  
By offering continuing support when they feel they need it.  
By arranging for special supervision as required.  
By taking steps to prevent more bullying.

There will be consequences for the person responsible but we will also try to encourage the person responsible away from that course of conduct in the future:

### This will be achieved in the following ways:

Discussing the event, what happened, and what could have been different. (dispute recognition)  
Escalation to the school / organisation / parents and/or carers  
By encouraging the lesser use of negative actions with the person responsible.

We may also take one or more of the following disciplinary steps below, to discourage further bullying:

1. A three tier verbal warning system, escalating to written warnings.
2. A three tier written warning system, with gradual removal of privileges.
3. If behaviour persists then the school / parents / organisations will be informed according to the three tier written system.
4. If behaviour still persists then the school / organisation / parents and/or carers will be invited to discuss the matter further.
5. Temporary Exclusion.
6. Permanent Exclusion.





## Behaviour from parents/carers and visitors

### Statement of principles

Parents and other visitors are expected to show respect and concern for others and support the respect ethos of our organisation by setting a good example in their own personal conduct towards others. The vast majority of parents, carers and other visitors attending our site set a good example. This policy addresses those rarities, when those occasions where inappropriate behaviour occur.

### Recording and of Incidents

Our policy is that we are to automatically log and record and document all breaches of this policy and report it either to HM Courts directly, to the Police, or any relevant governing body that requires evidence of incidents and their recorded data.

### Incidents involving other children / vulnerable adults

If an incident has happened at a session involving a child / vulnerable adult / partner / carer or guardian. **Please do not approach them.** But instead come and inform staff straight away, you may tell us how you are feeling, but we must be the ones to assess the matter and record it inside the incident log at Fields of Dreams. It is not appropriate to deal with the matter by yourself (whether alleged or observed) under any circumstance, when you have concerns, please make them known to a member of staff promptly.

### Unacceptable Behaviours:

Aggression, verbal and/or physical abuse towards members of staff is unacceptable no matter what the circumstance. Examples of the display of unacceptable behaviour that is considered serious and unacceptable and will not be tolerated include: **(This list is not exhaustive but seeks to provide illustration and examples thereof)**

- Shouting at members of staff, either in person or over the telephone;
- Physically intimidating staff, e.g. standing very close to her/ him;
- The use of aggressive hand gestures;
- Threatening behaviour;
- Displays of visual violence such as directing a fist in the air towards another person;
- Swearing at a member of staff;
- Pushing or any form of physical assault thereof;
- Spitting or any other form of bodily fluid(s);
- Breaching the security and safeguarding procedures.



®

## Staff Commitment

### Action of Staff when facing unacceptable behaviours

We expect and require our members of staff to behave professionally in difficult situations and attempts to diffuse the situation where possible, seeking the involvement as appropriate of other colleagues. However, everyone has the right to feel safe in every environment. All members of staff have the right to work without fear of violence and abuse.

### Procedure to be followed.

If a visitor behaves in an unacceptable way towards a member of staff an appropriate senior staff will seek to resolve the situation through discussion and mediation. If necessary, the safeguarding procedures should be followed. Where all procedures have been exhausted, and aggression or intimidating continues, or whereby there is an extreme act of violence, a visitor / parent/carer may be banned from the site under the Zero Tolerance framework.

The Imposition of the Ban under the Zero Tolerance framework is as follows.

- Where appropriate, the offending party will be informed in writing that they have been banned, in accordance with the Zero Tolerance and Safeguarding Policies at Fields of Dreams, and that if the ban is breached, they can be arrested for trespass and anti-social behaviour and/or an application for an injunction in the county court;
- Where an assault has led to a ban, a statement or statements of those witnessed will be reported and logged and handed over to authorities if requested under the relevant acts of legislation.
- Where appropriate if a ban is against the primary care giver of a student, then provisions will be made on a case by case basis to accommodate the collection of their student

This concludes the Anti-Bullying Framework and Behaviour Policy. Written for and on behalf of Fields of Dreams and Emi-Lu Daley.