

## **Anti-Harassment and Anti-Bullying Policy**

This policy sets out how we feel about bullying and harassment as a club, what we'll do to tackle it and how we'll support the individuals who experience or display such behaviour.

This policy includes all employees, participants, officials, parents and guardians.

### **Harassment**

- Harassment is any unwanted physical, verbal or non-verbal conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.
- A single incident can amount to harassment.
- Harassment is unacceptable to the club even if it does not fall within any of these strict legal definitions.
- Under the Equality Act 2010 there are three types of harassment which are prohibited. These are:
  - Harassment related to a Protected Characteristic (age, disability, gender reassignment, race, religion and belief, sex and sexual orientation) Unlike other forms of discrimination, harassment on the ground of pregnancy and maternity and marriage and civil partnerships are not prohibited. However, harassing someone on these grounds could be discrimination related to sex or sexual orientation (Appendix 1 of the Dignity and Respect Policy lists definitions)
  - Sexual Harassment. Sexual harassment is conduct of a sexual nature. The conduct need not be sexually motivated, only sexual in nature
  - Less favourable treatment for rejecting or submitting to conduct of a sexual nature. This type of harassment occurs where an employee rejects or submits to unwanted conduct of a sexual nature or that is related to gender assignment or sex and in consequence is treated less favourably.

### **Bullying**

- Bullying shares many characteristics with harassment. Bullying can be offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority but can involve both personal strength and the power to coerce through fear or intimidation.
- The behaviour is often repeated and habitual.
- Bullying can be carried out by an individual or group of people and can involve physical, verbal and non-verbal conduct.
- Everybody in the club has a responsibility to work together to stop bullying.

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- Bullying behaviour can include:
  - Physically pushing, kicking, hitting, pinching etc.
  - Name calling, spreading rumours, persistent teasing and humiliation or the continual ignoring of others
  - Posting of derogatory or abusive comments, videos or images on social media
  - Racial, homophobic, transphobic or sexist comments, taunts or gestures
  - Sexual comments, suggestions or behaviour
  - Unwanted physical contact
  - Online as well as offline behaviour

### **Our club will**

- Act upon all forms of harassment and bullying.
- Recognise its duty of care and responsibility to safeguard all participants from harm
- Promote and implement this policy in addition to our Safeguarding policy and procedures
- Ensure that harassment and bullying behaviour is not tolerated or condoned
- Take action to investigate and respond to any reports of bullying from participants
- Encourage and facilitate all participants and employees to play an active part in developing and adopting a code of conduct for behaviour

### **Each participant or coach will**

- Encourage individuals to speak out about harassment and/or bullying behaviour
- Respect everyone's need for, and right to, an environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- Respect the feelings and views of others
- Ensure safety by having rules and practices carefully explained
- Report incidents of bullying behaviour that they see

### **Supporting children**

- We'll let children know who will listen to and support them
- An "open door" ethos where children feel confident to talk to an adult about bullying behaviour or any other issue that affects them
- Potential barriers to talking (including those associated with a child's disability or impairment) will be acknowledged and addressed at the outset to enable children to speak out
- We'll make sure children are aware of helpline numbers
- Anyone who reports an incident of bullying will be listened to carefully and reports will be taken seriously

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- Any reported experience of bullying behaviour will be investigated and will involve listening carefully to all those involved
- Children experiencing bullying behaviour will be supported and helped to uphold their right to be in a safe environment
- Those who display bullying behaviour will be supported and encouraged to develop better relationships
- We'll make sure that sanctions are proportionate and fair

### **Support to the parents/guardians**

- Any experience of bullying behaviour will be discussed with the child's parents or guardians
- Parents/guardians will be consulted on action to be taken (for both victim and bully) and we'll agree on these actions together

### **Formal Investigation**

- Where an investigation is required, the complaint will be investigated in a timely and confidential manner.
- Individuals not involved in the complaint will not be told about it.
- The investigation should be thorough, impartial and objective and carried out with sensitivity and due regard to the rights of all parties concerned.
- The complainant will be invited to an investigation meeting where they will explain the scope of the investigation and invite comment with a view to reaching agreement where possible.
- The complainant will then be asked to give an account of events and discuss any documentary evidence that they submitted with their complaint.
- The investigation will be undertaken without unreasonable delay and all parties will be given a provisional timetable for the investigation and the parties will be informed if this changes.
- Further meetings may be arranged with the complainant as appropriate throughout the investigation.

### **Useful contacts**

NSPCC Helpline 0808 800 5000

Childline 0800 1111 / [www.childline.org.uk](http://www.childline.org.uk)

Kidscape [www.kidscape.org.uk](http://www.kidscape.org.uk)

Anti-Bullying Alliance [www.antibullyingalliance.org](http://www.antibullyingalliance.org)

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## **Complaint of Harassment and Bullying**

This form is for coaches, participants, parents, guardians and officials who are making a formal complaint of harassment and/or bullying.

The information in this form, and any additional information submitted, will be used to inform the person you are making the complaint against about your allegations.

You should complete this form and hand it with any evidence in support, to your manager, or British Gymnastics or Club Welfare Officer if the grievance is about your manager. You are advised to keep a copy.

Your name: \_\_\_\_\_

Your position in club: \_\_\_\_\_

Name, role and Department/School/Faculty of the person against whom the complaint is made:

Their name: \_\_\_\_\_

Their position in club: \_\_\_\_\_

Please indicate how you perceive the behaviour/incident/issue? (Circle below):

Bullying

Harassment

Please explain what has happened, i.e give full details and specific examples of the behaviour and state the facts as you perceive them (continue on a separate sheet if required):

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How did this make you feel?

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Please provide the name of any person(s) who witnessed the incident(s):

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On what date did you first raise your complaint and with whom?

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What outcomes/ resolution are you seeking? (please detail actions you would like taken to resolve the situation, e.g an apology, instigation of the disciplinary process):

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Indicate if you would be interested in exploring a resolution through a facilitated meeting or mediation? Would you like to receive more information about these options?:

YES                      NO

Has British Gymnastics or the Club Welfare Officer been informed?:

YES                      NO

This document will be treated confidentially but will necessarily be seen by those who are responsible for seeking resolution of the complaint.

This document may be disclosed, in whole or part to any person who is identified within it.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_