



STATUS:	DRAFT
REQUIREMENT:	CEO SIGN-OFF 6/2015 BOT SIGN-OFF 9/2015
REVIEW DATE	2 YEARS FROM BOT SIGN OFF

PREVENTION OF BULLYING AND HARASSMENT

1. Introduction

- 1.1 Great Britain Wheelchair Rugby (GBWR) is committed to creating and maintaining a positive environment where all who play a part in the sport, whether as a member of staff, a coach, official, volunteer or as an athlete, feel safe and free from any unwelcome behaviour of others. All of us who are part of GBWR have a responsibility to treat one another with respect and to live by the core values of our organisation. As such we should not use words or deeds that may harm the wellbeing of others. In addition to the obligations placed upon us by the Equality and Human Rights legislation, everyone has the right to be treated with consideration, fairness, dignity and respect. This contributes to an environment in which individuals feel safe and can work and play effectively competently and confidently.
- 1.2 This policy applies to all staff, coaches, officials, volunteers, and participants who are either employed by GBWR, or a member of GBWR and its affiliated clubs.
- 1.3 GBWR has a “zero tolerance” policy and will investigate vigorously any allegations of bullying or harassment, regardless of whether the matter has been raised formally or informally.

2. Key Principles

- 2.1 GBWR will provide and sustain a safe environment in which everyone is treated fairly and with respect. All who are part of the sport must not encounter harassment, intimidation or victimisation on the basis of gender, race, colour, ethnic or national origin, sexual orientation, marital status, religion or belief, age, trade union membership, disability, offending background or any other personal characteristic.
- 2.2. Everyone carries a personal responsibility for their own behaviour and for ensuring that their conduct is in accordance with the principles set out in this policy. In addition, each person has a responsibility to report any instance of bullying or harassment which they witness or which comes to their attention. Staff and those in leadership positions have a responsibility to act as role models, pro-actively addressing instances of bullying and harassment. In particular, staff, coaches and officials should also make themselves aware of their responsibility.
- 2.3 All who are part of our sport should be familiar with GBWR’s Core Values and Code of Conduct.



2.4 Harassment may be defined as any conduct which is :

- unwanted by the recipient
- is considered objectionable
- causes humiliation, offence, distress or other detrimental effect

2.5 Harassment may be an isolated occurrence or repetitive: it may occur against one or more individuals. Harassment may be, but is not limited to:

- Physical contact – ranging from touching to serious assault, gestures, intimidation, aggressive behaviour
- Verbal – unwelcome remarks, suggestions and propositions, malicious gossip, jokes and banter, offensive language
- Non-verbal – offensive literature or pictures, graffiti and computer imagery, isolation or non-co-operation and exclusion or isolation from social activities

2.6 Bullying is unlikely to be a single or isolated instance. It is usually, but not exclusively repeated and persistent behaviour which is offensive, abusive, intimidating, malicious or insulting. Bullying includes but is not limited to :

- Conduct which is intimidating, physically abusive or threatening
- Conduct that denigrates, ridicules or humiliates an individual, especially in front of colleagues
- Humiliating an individual in front of colleagues
- Picking on one person when there is a common problem
- Shouting at an individual to get things done
- Consistently undermining someone and their ability to do the job
- Setting unrealistic targets or excessive workloads
- Abusive using mobile phone
- “cyber bullying” i.e. bullying via e-mail. (This should be borne in mind where employees are working remotely and are managed by e-mail. Care and sensitivity should be practised with regard to the choice of context and language).
- Setting an individual up to fail e.g. by giving inadequate instructions or unreasonable deadlines.

Harassment and Bullying may be summarised as any behaviour that is unwanted by the person to whom it is directed. It is the impact of the behaviour rather than the intent of the perpetrator that is the determinant as to whether harassment or bullying has occurred.

3. Reporting Incidents

- 3.1. Anyone who wishes to make a complaint of harassment or bullying is encouraged to first discuss matters informally with a member of staff provided that they feel able to do so. Should the issues not be resolved at this stage, or the individual feels unable to raise the issue informally, then a formal resolution should be sought. (See Appendix)
- 3.2 When a complaint of Harassment or Bullying is brought to the attention of a member of staff at any level, whether informally or formally, prompt action must be taken to investigate the



matter. Corrective action must be taken where appropriate and this may require an investigation under GBWR's Disciplinary Policy and Procedure.

- 3.3 All matters relating to the investigation of complaints of harassment or bullying will be treated in strict confidence. Any breach of confidentiality in this regard may render those responsible liable to disciplinary actions. However, it will be necessary that any alleged perpetrator is made aware of the allegations against them and the name(s) of those making the allegations together with the name(s) of any witnesses.
- 3.4 No-one will be victimised or suffer detriment for making a complaint of harassment or bullying. Such conduct will be treated as a very serious disciplinary offence. Similarly, staff are required to act on any complaint of harassment or bullying. Failure to do so will be regarded as misconduct which if proven, will result in disciplinary action.
- 3.5 All complaints of harassment or bullying whether raised formally or informally must be notified by the recipient of the complaint to the GBWR Corporate and Membership Secretary for recording in accordance with the requirements of the Equality and Human Rights legislation. This legislation requires such records to be maintained and the incidence of bullying and harassment to be monitored.

4. Supporting Children in cases of harassment and bullying

- 4.1 Everyone has a particular responsibility to help ensure that children involved in the sport enjoy a safe and secure environment, free from harassment and bullying.
- 4.2 Children should know who will listen to and support them. The Club Welfare Officer's contacts details should be available at all sessions where children are present. Clubs should ensure that they have systems in place which open the door to children wishing to talk about harassment, bullying or any other issue that affects them. Potential barriers to talking (including those associated with a child's disability or impairment) need to be identified and addressed at the outset to enable children to approach adults for help.
- 4.3 Children should have access to Helpline numbers

5. Support to the Parents and Guardians

- 5.1 GBWR and Club staff should ensure that parents and guardians are advised on GBWR's harassment and bullying policy and practice. Any incident of harassment or bullying involving a child will be discussed with the child's parent(s) or guardians. Parents will be consulted on action to be taken (for both victim and harasser/bully) and agreements between made as to what action should be taken. If GBWR decide that disciplinary action should be taken then parents/guardians will be involved at all stages of the process.



6. Reporting harassment or bullying which involves a child

- 6.1 A report of harassment or bullying involving a child should follow the guidelines outlined in the Safe and Sound Safeguarding Policy <http://gbwr.org.uk/home/about-us/about-gbwr/governance/safeguarding/>
- 6.2 At club level the Club Welfare Officer or Lead Safeguarding Officer for GBWR should be informed immediately and an incident report form completed regardless of how minor the incident. Smaller incidents may lead or build up to larger problems of harassment or bullying.
- 6.3 Staff should ensure that no action is taken for those harassing or bullying others that involve long periods of isolation, or which diminish and make individuals look or feel foolish in front of others.

Useful contacts

Anti-Bullying Alliance: www.antibullyingalliance.org

NSPCC Helpline: 0808 800 5000

ChildLine: 0800 1111 / www.childline.org.uk

Kidscape: www.kidscape.org.uk



APPENDIX

PROCEDURE

1. Informal Resolution

- 1.1 Very often people are not aware that their behaviour is unwelcome or misunderstood and an informal discussion can lead to greater understanding and agreement that the behaviour will cease.
- 1.2 Complainants are therefore encouraged to try, if they feel able to do so, to resolve the problem informally by making it clear to the alleged harasser that his/her actions are unwanted and should not be repeated. This may be done verbally or in writing in which case the complainant should keep a copy of the documentation and, where possible, the times and dates of incidents should be recorded.
- 1.3 If the complainant feels unable to approach the alleged harasser, a friend or family member could be asked to speak to the alleged harasser on the complainant's behalf. A note should be made of the action taken and the matter notified to the GBWR Corporate and Membership Secretary.
- 1.4 An individual who is made aware that their behaviour is unacceptable should:-
- Listen carefully to the complaints and the particular concerns raised;
 - Respect the other person's point of view: everyone has a right to work in an environment free from harassment/intimidation;
 - Understand and acknowledge that it is the other person's reaction/perception to another's behaviour that is important;
 - Agree the aspects of behaviour that will change;
 - Review their general conduct/behaviour at work and with workplace colleagues.

2. Formal Resolution

- 2.1 If the alleged harassment continues, the complainant feels unable or unwilling to deal with the matter informally, or the allegation is so serious as to prevent use of the informal procedure, a complaint should then be raised formally with the Club or GBWR. It will then be dealt with under GBWR's Disciplinary Policy.