



# ***The Northumberland Club***

## **Antibullying Policy**

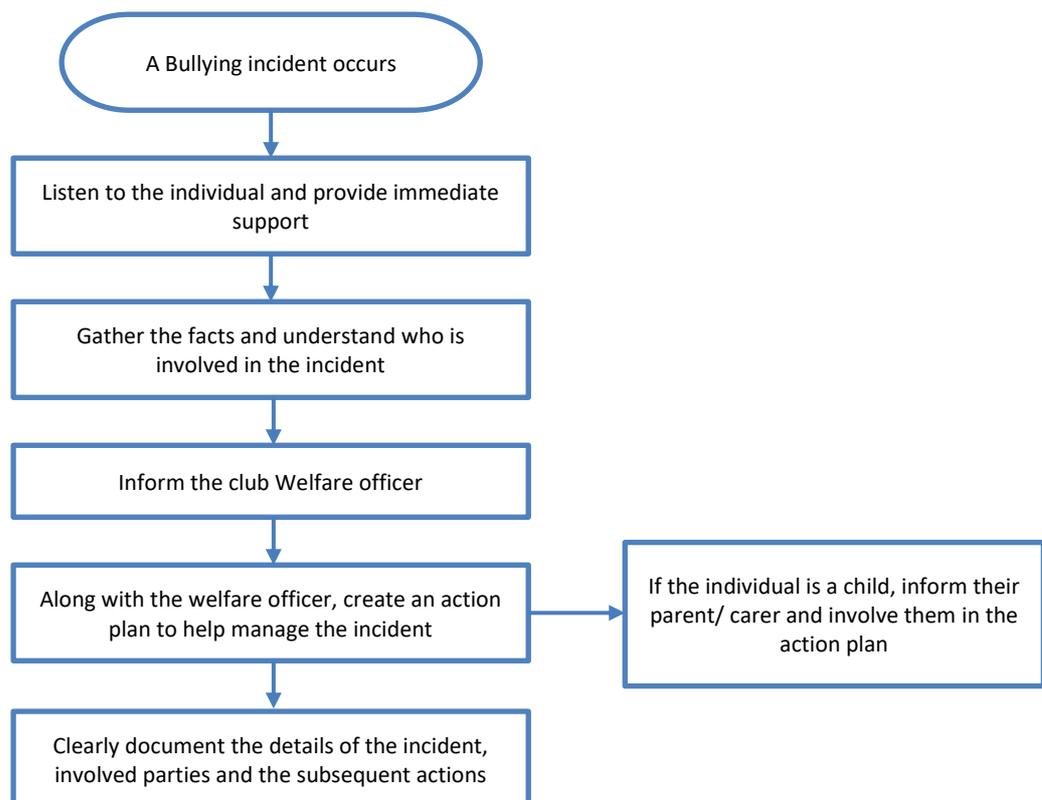
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Approved by	Executive Committee
Author	Mandy Tulip: General Manager Mike Smith: Committee member (Co-opted)
Intended audience	<ul style="list-style-type: none"><li>• Employees</li><li>• Members</li><li>• Contractors</li><li>• Coaches</li><li>• Executive committee</li><li>• Agency staff</li><li>• Parents &amp; Carers</li></ul>

## Introduction

The Northumberland club strives to ensure that all children and adults at risk are safeguarded from abuse and have an enjoyable experience.

This document sets out how to help prevent bullying from happening to all children and adults at risk. It also sets out how to make sure bullying, when identified, is stopped as soon as possible and that those involved receive the support they need. This policy applies to all staff, coaches, volunteers and other adults associated with the Northumberland club.

## Quick reference guide: What to do if bullying occurs



## What is bullying?

For the purpose of this policy, “bullying” is defined as persistent behaviour by an individual or group with the intention of verbally, physically, or emotionally harming another person or group. Bullying is generally characterised by:

- **Repetition:** Incidents are not one-offs; they are frequent and happen over a period of time.
- **Intent:** The perpetrator(s) means to cause verbal, physical or emotional harm; it is not accidental.
- **Targeting:** Bullying is generally targeted at a specific individual or group.

- **Power imbalance:** Whether real or perceived, bullying is generally based on unequal power relations.

Bullying is hurtful behaviour, in situations where it's difficult for those being bullied to defend themselves; often carried out where people in a position of power and authority can't see it. It can take many forms, including:

- **Physical** – tripping, hitting, kicking, punching, shoving, any use of violence as well as theft or damage to someone's belongings.
- **Verbal** - threats, name-calling, spreading rumours, teasing, putting down or threatening.
- **Emotional** - ignoring, being unfriendly, excluding, tormenting.
- **Harassment** - making people feel like they are being bullied or fearful of being bullied e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress.
- **Cyber** - sending abusive texts or emails, vindictive posts on social media sites e.g. Facebook or Instagram. (See below for further details).
- **Prejudiced based** – Treating someone differently because of their protected characteristics, as defined in the Equality Act 2010. Using abusive or insulting behaviour in a manner intended to cause alarm or distress.

## Cyber Bullying (Cont.)

Online or cyber bullying refers to bullying and harassment through the use of electronic devices such as tablets, computers or mobile devices, using means such as messaging, internet forums, social networks or email.

Cyber Bullying is willful and involves recurring or repeated harm inflicted through the medium of electronic devices and is meant to cause emotional distress.

Cyber Bullying might include:

- A peer who intimidates through the use of a social networking website
- A coach who sends negative feedback about a participant via personal text message
- A club member who posts negative comments about a fellow member on a club forum

Cyber Bullying may also include threats, sexual remarks and hate speech. E-Bullies may publish personal contact information of their victims at websites.

Cyber Bullying is particularly serious due to the nature in which the abuse occurs. It can be very personal and take place in a closed forum where the victim may feel isolated and the content will not be viewed by parents, carers or friends.

## Potential Signs of Bullying

The damage inflicted by bullying is often underestimated. A child or adult may indicate by signs or behaviour that they are being bullied. Staff, coaches, volunteers and members should be aware of these signs and investigate if someone says they are being bullied.

The person may:

- Become withdrawn, anxious or appears to lack confidence.
- Display hesitation or a reluctance to attend club activities.
- Regularly miss activities as they are ill.
- Be reluctant to work/ participate with certain individuals.
- Clothing or personal possessions go missing or get damaged.
- Believe that there is something wrong with them.
- Is frightened to say what is wrong.
- Suffer from depression/develop feelings of worthlessness.
- Stop eating.
- Exhibit self-harm behaviours

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and be investigated. Bullying will not just stop or go away. Bullies can be very cunning and develop strategies to avoid it being seen by anyone but the victim

## Responding to bullying

Bullying takes place in the context of relationships. Promoting respectful relationships, repairing relationships where appropriate and ensuring we respond to all forms of prejudice will help create an environment where bullying cannot thrive. When someone discloses they are experiencing bullying:

- Listen.
- Take people seriously when they talk about experiencing bullying.
- Record what has been said.
- Report the issue to the Welfare Officer.
- Do not promise to keep the issue a secret, or take sole responsibility.

Labelling people as 'bullies' or 'victims' can be disempowering and unhelpful in changing their behaviour or supporting their recovery from being bullied. Labelling an action as bullying is a more effective way of motivating a person to change their bullying behaviour.

## Managing a bullying incident

When an incident related to bullying occurs, it is important to remember there is no 'one size fits all' method. Every individual will deal with bullying differently and requires support tailored to them. It is essential to challenge bullying behaviour, but it is also important to include the individual in the process and seek their opinion.

A good place to start is to create an action plan. To help create an action plan to deal with bullying, consider the following questions:

- What was the behaviour?
- What impact did it have?
- What does the individual involved want to happen?
- What do I need to do about it?
- What attitudes, prejudices or other factors have influenced the behaviour?

People who are exhibiting bullying behaviour will need help and support to:

- Identify the feelings that cause them to act this way.
- Develop alternative ways of responding to these feelings.
- Understand the impact of their behaviour on other people.
- Repair relationships.

We need to help people who demonstrate bullying behaviour by:

- Providing clear expectations about acceptable behaviour
- Providing a range of ways to respond e.g. taking steps to repair a relationship, and where appropriate, supporting them to make amends.
- Challenge prejudice and offer the opportunity to learn and change behaviour.
- Consideration should be given to any factors that may impact upon a person's wellbeing, including whether any additional support for learning is required.

## Recording and monitoring bullying incidents

When an incident occurs, accurate, timely documentation is key. Clear documentation provides a log of incidents that allow the club to audit the effectiveness of this policy and dynamically respond to reduce the incidence of bullying and harassment. A bullying report form can be found in the **appendix** below. This form should be used to document a bullying incident.

When recording incidents, consider the following:

- Who was involved in the incident (include staff or volunteers)?
- Where and when bullying has taken place?
- The type of bullying experienced, e.g. name-calling, rumours, threats etc.
- Any underlying prejudice including details of any protected characteristic(s)?
- Consideration of personal or additional support needs and wellbeing concerns.

- Actions taken including resolution at an individual or organisational level.
- Lessons that can be learned from the incident to prevent future re-occurrence.

### **Our club promise:**

#### **We will seek to keep children and adults at risk safe by:**

- Recognising our duty of care and responsibility towards safeguarding
- Promoting and implementing this anti-bullying policy in addition to our safeguarding policy and procedures
- Ensuring that bullying behaviour is not tolerated or condoned
- Taking action to respond and deal with any reports of bullying towards children
- Encouraging children to play a part in developing and adopting appropriate behaviours
- Making sure our response to incidents of bullying considers:
  - the needs of the person being bullied
  - the needs of the person displaying bullying behaviour
  - the needs of others who may be affected
  - our club as a whole

#### **Players, parents, coaches, volunteers and other members of staff will:**

- Encourage individuals to speak out about bullying behaviour and report incidents of bullying behaviour they see to the Welfare Officer or County Safeguarding Officer.
- Respect every child's need for, and right to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- Respect the feelings and views of others
- Recognise that everyone is important and equal, and that our differences make each of us special and worthy of being valued
- Show appreciation of others by acknowledging individual qualities, contributions and progress
- Ensure safety by having rules and practices carefully explained and displayed for all to see

### **Supporting children**

- We'll let children know that we will listen to and support them
- We'll create an "open door" ethos where children feel confident to talk to an adult about bullying behaviour

- Potential barriers to talking (including those associated with a child's disability or impairment) will be acknowledged and addressed at the outset to enable all children to speak out
- Anyone who reports an incident of bullying will be listened to carefully and reports will be taken seriously
- Children experiencing bullying behaviour will be supported and helped to uphold their right to play and live in a safe environment
- Those who display bullying behaviour will be supported and encouraged to develop better relationships
- We'll make sure that any sanctions are proportionate and fair

### Support to the parents/carers

- Any experience of bullying behaviour will be discussed with the child's parents or carers
- Parents will be consulted on action to be taken (for both victim and bully)
- Information and advice on coping with bullying will be made available
- Support will be offered to parents, including information from other agencies or support lines

### References:

- Triathlon Scotland Anti-Bullying Policy 2018
- LTA Anti-Bullying Policy

### Useful contacts

- LTA 02084877000 / [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk)
- 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)

This policy is reviewed every two years (or earlier if there is a change in national legislation).

Chairperson *Frank Matthewson*: Date: 30/08/21

Welfare Officer / County Safeguarding Officer

Mandy Tulip: Date: 30/08/21

# APPENDIX

## Bullying report form

This form should be sent or handed to [Mandy Tulip, Welfare Officer](#) upon completion.

### Personal details

Name of person reporting incident (optional):	
Name of person(s) being bullied:	
Male/female:	
Activity:	
Session:	
How may we contact you?	
At the club: Yes/No	At home: Yes/No
Home address if yes:	



*Tennis, Squash, Badminton and Fitness*

<b>Email: Yes/No</b>	<b>Email address if yes:</b>
<b>Telephone: Yes/No</b>	<b>Telephone number if yes:</b>

### Incident(s) details

<b>What happened?</b>
<b>Where?</b>
<b>When?</b>
<b>Who was doing the bullying?</b>

**Did anyone else see it?**

**How often does the bullying take place?**

**How long has the bullying been taking place?**

### **Impact of the bullying**

**How did being bullied/seeing the bullying make you feel?**

**Was anybody physically hurt?**

**Did anybody need medical attention?**

**Have you informed anybody else about the bullying?**

**If so, who did you inform?**

**If you have not informed anybody else, what has put you off asking for help or informing someone?**

### **Help and support**

**What sort of help or support can we provide for you? If you witnessed the bullying, what sort of help do you think should be offered?**

**Do you have any concerns about reporting the bullying? If so, what are your concerns?**

**What do you think we could do to help prevent bullying?**