



NOTTINGHAM NORTHERN SWIMMING CLUB

ANTI – BULLYING AND HARASSMENT POLICY

All swimmers, parents and volunteers in the swimming club have a right to enjoy the club in a climate free from harassment and intimidation from anyone within the club.

It is the duty of the NNSC management committee to ensure that everyone in the club is treated with dignity and respect and to ensure appropriate action is taken in the event of any bullying and harassment within the club.

The management committee will support all complaints of this nature, take them seriously and ensure they are dealt with sensitively, timely and appropriately.

The management committee is committed to eliminating all forms of harassment and bullying within the club and will take appropriate actions where necessary.

Definitions

Harassment

Harassment can take many forms and may be directed against minority groups or towards people because of their age, gender, (including trans persons) race, religion, sexuality, physical, sensory or mental disability (including learning disability) or any other reason. It may involve action, behaviour, comment or physical contact which is found unwelcome or which causes offence. It can result in a person feeling threatened, humiliated or patronised and it can create an intimidating environment. Harassment often consists of persistent behaviour, although one single act may be considered sufficiently serious to warrant action, including dismissal from the club.

Bullying

Bullying is a form of harassment and can be defined as behaviour that is intimidating, insulting, offensive, abusive, and malicious or which makes the recipient feel upset, threatened, humiliated or vulnerable.



Bullying and harassment unacceptable behaviours

- Unnecessary or unwanted physical contact in the water including deliberate kicking or swimming over the top of another swimmer in a lane.
- Racial harassment – including racist jokes or graffiti
- Verbal or written abuse including being ignored, deliberate and/or inappropriate exclusion from social events
- Name-calling, sarcasm and taunts.
- Threats of a physical or emotional nature
- Victimisation because of someone's gender (including trans persons), race, disability, sexual orientation, age, religion or other beliefs
- Bullying behaviour or abusive, crude or swearing language that causes fear or distress to others.
- Abuse of power by someone in authority eg coach or committee member, or bullying by a parent towards their own child within the club.
- Sending curt, rude or intimidating messages by text, social media sites or otherwise.
- Inappropriate and derogatory remarks in connection with performance
- Imposing unrealistic targets by coaches or parents.
- Unfair and excessive criticism of swimmers in front of their peers.
- Stealing, hiding, moving or damaging personal items.
- Unwarranted or suggestive remarks, sexually suggestive behaviour, or compromising sexual invitations or demands
- Incitement of others to commit harassment

Parents, coaches and volunteers

All adults within the club have a duty to uphold the anti- bullying and harassment policy and to report to a member of the committee any behaviour which is bullying or causing harassment.

Reporting the incident

All children must report to an adult any behaviour that is bullying or causing harassment and this must be reported to a member of the coaching team or management committee.

Confidentiality

Everyone must maintain confidentiality in the application of this policy at all times and must not discuss details with any other person in the club in such a way as could be construed as collusion in the supporting or investigation of a complaint.

Information will be shared appropriately on a "need to know" basis only within the management structures of the club. This does not apply to cases of potential child abuse when the Welfare



officer has a duty to inform outside agencies with or without advice from the Notts ASA welfare office.

Investigation of incidents

Any complaint which is reported to coaches or the management committee will be reported to the Welfare Officer of the club.

The Welfare officer will need to write down the details of what happened on an incident reporting form and that will include details of witnesses and the exact nature of what happened. In the case of a swimmer this will need to take place with the swimmer and their parent. Witnesses may need to be questioned.

The welfare officer will also talk to the alleged harasser, in the case of another swimmer with their parent present and possibly another coach or committee member.

If the situation can be resolved with an apology and agreement to change behaviour then the complainant can be informed. A period of monitoring behaviour may be expected.

If there is denial, no apology or agreement to change or if a further incident is reported then the incident will be reported to the management committee.

Mediation

There is a possibility of mediation of both parties with the agreement of both parties and this will involve the welfare officer and another chosen member of the management committee.

Mediation seeks to resolve conflict and change disputing behaviour and to make realistic workable agreements and treat people fairly.

It provides opportunities for people to communicate, exchange feelings, ideas and perceptions, negotiate, and participate fully in the making of decisions about their own lives.

When can mediation help?

- Disputes/conflict between swimmers
- Perceptions of Discrimination



- The dispute/conflict has reached an impasse i.e. all lines of communication appear to have gone down
- Solve communication barriers
- The dispute involves an imbalance of power i.e. coach and swimmer

General Principles of mediation

All parties must voluntarily agree to be involved and will be informed of their right to withdraw from the process,

- The only exception to the rule of strict confidentiality is where there is evidence of a serious breach of statutory requirements or where there is evidence of serious risk to health and safety.
- Mediators will try to arrange initial meetings as quickly as possible.
- Should individuals have any concerns about the impartiality of the mediator chosen, this should be raised with the NNSC management committee.
- During mediation meetings each participant will have equal chance to speak and the mediators will help to clarify the ideas that need to be addressed. Once the issues have been identified and discussed the mediators will assist the individuals to identify possible resolutions.
- The mediator will also seek to work with parties on improving the communication and style of interaction. People will be encouraged to be open and honest, and express their feelings clearly to one another.
- All discussion during the mediation is confidential and no information can be passed on by the mediator or by either party about any of the proceedings.
- If a mutual agreement is reached, the mediator will clarify the details of this and the participant will be sent copies of the agreement in confidence. It is then the responsibility of the participants to keep the agreement. There is normally a prior arrangement made during the mediation between the participants about the action they will take should this breakdown.

Allegations which are untrue

If, during the course of any investigation into a complaint of harassment or bullying, it becomes clear that the complaint is untrue then the complainant may be subject to disciplinary action.

Disciplinary action

Appropriate disciplinary action can only be imposed by the management committee after discussion of the facts. This may include:

- 1) A written yellow card warning that if an incident like this occurs again within a given period of time the swimmer, coach or parent will not be allowed to attend the club.
- 2) A written letter of suspension from the club for a period of time with the reasons given.



3) A written letter of dismissal from the club with the reasons given and removal of the member from the membership list.

K. Rhodes 19/7/2013



A Nottingham City Club