



Anti-Bullying Policy 2012.

The ASA has noticed an increase in cases of bullying in recent years and have their own anti-bullying policy to reflect this.

Bullying comes in many forms and is carried out by a wide range of perpetrators.

There is no place for it in the world of Chorley Marlins & examples of such will be dealt with without delay.

To assist in doing so the following policy is introduced into the Clubs constitution to provide a consistent & thorough way for the officials to deal with reported/witnessed cases of bullying.

Incidents of bullying can be identified in many different ways.

- Witnessed by a coach or club member
- Witnessed by a parent or other swimmer
- Unwitnessed and carried out person to person
- Delivered by a 3rd party or by means of technology (text/e.mail)

Clearly there will be other methods but these are felt to be the most common occurrences.

Our club is committed to ensuring that every swimmer enjoys their time with us and will not tolerate any forms of this behaviour.

Process.

Any person can make a report of an incident and this should be made to the most appropriate club official present at that time.

Where incidents are reported pool side then that incident should be brought to the attention of the senior coach present at that time.

That coach will report such incident to the Executive Committee within 48 hours either verbally or by email.

Any witnesses or investigation deemed suitable "at the time" should be carried out by that coach and recorded.

Where a member of the Executive Committee is present at that session it should be brought to their attention at that time.

Where a poolside incident is reported to anyone other than the coach taking that session it **MUST** be brought to the senior coach present immediate attention in a discreet fashion.

Where it is believed to identify a first known incident of bullying the following action will be taken.

- The Senior Coach present will speak with all swimmers present at that time regarding bullying in general and identify the implications for anyone found doing so.
- Where able and without identifying the victim advises them of what the club will do regarding the allegation making sure they are aware of ASA support via "Swimline", and that of our own welfare officer for support.
- Where to do so would risk identifying the victim they should look to contact that person's parent by telephone to discuss as soon as practicable.
- Once that initial action is complete it should be brought to the attention of the Executive Committee & the Clubs Welfare Officer who will record and retain each incident.
- Don't forget it is easier to prove an incident where witnesses are identified to support or negate an allegation.

Where it is believed to identify a second known of incident of bullying the following action will also be taken.

- All actions as a first incident will be completed and recorded.
- A member of the Executive Committee or Welfare Officer will contact or meet the victim and their parent if a child in company with the Head Coach to discuss the evidence, identify witnesses and agree possible solutions.
- That meeting will be recorded and retained by the clubs Welfare Officer.
- Following this and where agreed with the victim the official and Head Coach will then meet with the alleged perpetrator/parent to identify whether the incident is admitted and seek reassurance that there will be no further reoccurrence and that if the behaviour continues that swimmer would face possible expulsion from the club.
- The outcomes of this will all be recorded and retained by the club Welfare Officer.

Where a third incident is subsequently identified

- All actions as a first incident will be completed and recorded and brought to the Executive Committees attention within 24 hours, sooner where practicable.
- That Committee or a representative of it and the Head Coach will meet to discuss the evidence available and taking into account the strength of such evidence decide what sanctions to place on the perpetrator.
- Any sanction may be considered but it would be common place to suspend or expel that person in normal circumstances where there is supportive evidence of the incident(s).
- Inform all parties in writing and face to face where possible of the sanction and length they will continue.
- Record and retain with the Welfare Officer.

There is no appeal against the Committee and Head Coaches decision.

All records will be retained whilst either the victim or perpetrator remain at the club.

Where the incident is alleged against a coach.

- The incident should be brought to the attention of the Executive Committee by either.
- Directly in person
- Via another Committee member
- In writing and posted at the Marlins box marked “Confidential”
- By telephone.

An allegation of bullying made against a coach is an extremely serious accusation and one that should not be taken lightly.

Any such incident will be fully investigated and discussed by The Executive Committee before identifying appropriate sanctions if found to be true.

Such investigation will take place in full consultation with The Head Coach, unless they are subject to that complaint.

Where the incident is alleged against a Committee Member.

- The incident should be brought to the attention of The Head Coach or Senior Coach present who will again look to preserve evidence and identify possible witnesses.
- The Head Coach will then discuss with The Chairman who will be the most impartial person to investigate that complaint.
- Where the allegation is upheld the Chairman will ultimately decide what sanction is placed on that member.

Thankfully such reports are very few however each one can have a life changing affect on the victim.

Chorley Marlins ASC will always look to support the Victim and use the best possible impartial method to investigate incidents.

This will include inter club policy where coaches and Committee members are allegedly involved.

At every stage of a report we will consider whether a criminal offence would appear to have been committed and where it is so will have no hesitation in reporting the matter to the Police.