



# Anti-Bullying & Harassment Policy

NEWPORT COUNTY AFC

<b>Document type</b>	Anti-Bullying & Harassment Policy
<b>Drafted by</b>	Ben Jones
<b>Reviewed by</b>	Kelly Anderson
<b>Signed off by</b>	Gavin Foxall
<b>Board review and agreement</b>	January 2021
<b>Next review date</b>	July 2021
<b>Version I.D.</b>	2

## **1. Introduction**

Newport County Association Football Club is committed to ensuring that all employees and volunteers are treated with dignity and respect regardless of race, religion, age, disability, gender, sexual orientation, social class or origin. This falls in line with the protected characteristics outlined in The Equality Act 2010. Newport County AFC believes that harassment or bullying in any form is unacceptable and will not be tolerated in the workplace and facilities at Newport County AFC.

Newport County AFC considers that fairness and equality are fundamental principles in the conduct of its business. Any form of discrimination, harassment, victimisation or bullying is unacceptable and will not be tolerated either from an individual or groups of individuals.

Newport County AFC acknowledges its responsibility for the working environment and for the welfare and protection of its employees and volunteers, while believing that individual employees and volunteers are responsible for their own behaviour, both professionally and personally. There is an expectation that staff will conduct themselves in a manner which does not cause offence to another person. In essence: everyone has a responsibility for upholding personal dignity and to challenge unacceptable behaviour.

Even though we are members of a team, employees of Newport County Association Football Club can expect to be valued and respected as an individual. If you experience any form of bullying, whether physical, verbal, emotional or through online means, you must report such incidents to the appropriate parties, so the matter can be dealt with as quickly as possible.

Newport County AFC is committed to resolving issues raised under the Anti-Bullying and Harassment Policy as early and as quickly as possible.

## **2. Clarification of Terms**

### **Definition of bullying**

A bully is defined as someone who deliberately sets out to harm or intimidate another person on more than one occasion. Everyone has upsets and squabbles; these are not classed as bullying and are dealt with through the Club's Codes of Conduct.

### **Definition of cyber-bullying**

Cyber-bullying is the use of technology such as mobile phones, email, chat rooms or social media sites such as Facebook and Twitter to harass, threaten, embarrass, intimidate or target a person.

Unlike physical bullying, cyber-bullying can often be difficult to identify and evidence as the cyberbully (the person responsible for the acts of cyber-bullying) can remain anonymous when threatening or causing distress to others online. This may encourage them to behave more inappropriately or aggressively than they might face-to-face.

### **Types of bullying**

- **Physical:** Deliberately hurting someone on a regular basis e.g. physically pushing, kicking, hitting, pinching, spitting or unwanted physical contact

- **Verbal:** Deliberately hurting feelings, threats of violence and intimidation.
- **Emotional:** Making someone feel left out and different by deliberately setting out to exclude them e.g. spreading rumours; persistent teasing and humiliation; 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

### **Types of cyber-bullying**

- **Flaming:** Online fights usually through emails, instant messaging or chat rooms where angry and rude comments are exchanged.
- **Denigration:** Putting hurtful online messages through email, instant messaging, chat rooms, or websites set up to make fun of someone.
- **Exclusion:** Intentionally leaving someone out of a group such as instant messaging, friend sites, or other online group activities.
- **Outing:** Sharing secrets about someone online including private information, pictures and videos.
- **Trickery:** Tricking someone into revealing personal information then sharing it with others.
- **Impersonation:** Pretending to be someone else when sending or posting mean or false messages online.
- **Harassment:** Repeatedly sending malicious messages to someone online.
- **Cyber-stalking:** Continuously harassing and denigration including threats of physical harm.

### **Actions NOT considered to be bullying**

- Not liking someone
- Accidentally bumping into someone
- A single act of telling a joke about someone
- Arguments
- Expression of unpleasant thoughts or feelings regarding others

### **Reasons for bullying**

- They think it's fun, or that it makes them popular or cool
- They feel more powerful or important, or they want to get their own way all the time
- They feel insecure or lack confidence or are trying to fit in with a group
- They are fearful of other children's differences
- They are jealous of another child
- They are unhappy
- They are copying what they have seen others do before, or what has been done to them.

- Due to an imbalance of power or a perceived difference

### **The effects of bullying**

All types of bullying cause psychological, emotional and physical stress. Each person's response to being bullied is unique and the impact upon a person should not be minimised or their expressed experience dismissed. Some signs that may indicate a bullying problem are:

- depression and anxiety
- increased feelings of sadness, helplessness, decreased self-esteem and loneliness
- withdrawal and loss of interest in activities they used to enjoy
- unexplained injuries
- lost or destroyed clothing, books, electronics, or jewellery
- frequent headaches or stomach aches, feeling sick or faking illness
- changes in eating habits / disordered eating e.g. skipping meals or binge eating.
- difficulty sleeping or frequent nightmares
- declining grades, loss of interest in schoolwork, or not wanting to participate in usual activities.
- sudden loss of friends or avoidance of social situations
- self-destructive behaviours such as running away from home, self-harm, or talking about suicide

### **3. Scope**

This policy covers all employees and workers of Newport County Association Football Club, whether full-time, part-time or casual, and all persons performing work at the direction of, relating to, or on behalf of Newport County AFC (for example contractors, subcontractors, agents, consultants, and temporary staff).

This Policy extends to all functions and places that are work related, for example: work lunches, conferences, Christmas parties and client functions. This Policy does not form part of any employee's contract of employment. Nor does it form part of any contract for service. This Policy will also serve to fall in line with similar policies designated and adhered to by the Academy and County in the Community.

### **4. Complaints of Bullying and Harassment**

Newport County AFC believes any employee or volunteer who feels that they are not being treated with respect and dignity and who feel they have been bullied, harassed, or victimised have the right to complain/raise a grievance and to have that complaint/grievance dealt with seriously and promptly.

Newport County AFC is committed to resolving issues raised under the Bullying and Harassment Policy through alternative conflict resolution processes, such as a facilitated discussion or mediation where appropriate and agreeable by all parties.

Newport County AFC encourages everyone associated with the Club to report all incidents of inappropriate behaviour. All incident reports will be treated seriously, promptly and in complete confidence.

Complaints from members of the public regarding the behaviour of a person associated with the Club, will be dealt with under the Club's Complaints Policy.

## **5. Procedures**

- Report bullying incidents to the Club safeguarding officer, or a member of the Club's operations staff. Alternatively, contact the EFL Regional Safeguarding Officer.
- In cases of serious bullying, the incidents will be referred to the Local Authorities and EFL for advice and possibly to the FA Case Management System.
- If under the age of 18, parents/carers should be informed and will be asked to come in for a meeting to discuss the problem.
- The bullying behaviour or threats of bullying must be investigated, and the bullying stopped quickly.
- An attempt will be made to help the perpetrator(s) change their behaviour.
- If mediation fails and the bullying is seen to continue, the Club will initiate disciplinary action under the club constitution.
- If necessary and appropriate, Police will be consulted.

## **6. Recommended Club Action**

- If the Club decides it is appropriate to deal with the situation, they should follow the procedure outlined below.
- Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
- If this fails or is not appropriate, a small panel should meet with the alleging target(s) to obtain details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
- The same panel should meet with the alleged perpetrator(s) and, if age appropriate, parents/carers and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
- If bullying has, in the view of such Club officials, taken place, the individual should be warned and put on notice of further action. This may include temporary or permanent suspension should the bullying continue following the notice of further action. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
- In some cases, involving those under the age of 18, the parent/carers of the perpetrator or target can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.
- For bullying involving those under the age of 18, all coaches involved with both individuals should be made aware of the concerns and outcome of the process.

## **7. In the Case of Adults Reported to be Bullying Anyone Within the Club**

- The appropriate authorities should always be informed and will advise on action to be taken where appropriate. These authorities could include, and are not limited to LADO, EFL, FA, Police, Social Services.
- It is anticipated that in most cases where the allegation is made regarding a team manager, official or coach, The FA's Child Protection and Best Practice awareness training may be recommended.
- More serious cases may be referred to the Police and/or Social Services if targeted at someone under the age of 18.

## **8. Prevention**

The club will have extensive policies and procedures in place to avoid such instances of bullying and harassment, which includes what is acceptable and proper behaviour for all members of the Club.

The Safeguarding Officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with members to discuss the issue openly and constructively.

All employees and officials of Newport County Association Football Club agree on their commitment to ensuring a safe working environment for all, through the undertaking of relevant assessment and qualification, such as the FA Equality Code of Practice.

## **9. Monitoring, Evaluation and Review**

The Safeguarding Officer and relevant staff will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the club.

## **10. Contact Details**

### **Senior Safeguarding Manager (SSM)**

Kelly Anderson

Email: [Safeguarding@newport-county.co.uk](mailto:Safeguarding@newport-county.co.uk)

### **Academy Manager**

Damien Broad

Email: [Damien.Broad@newport-County.co.uk](mailto:Damien.Broad@newport-County.co.uk)

### **Academy Designated Safeguarding Officer**

Gareth Evans

Email: [academy.admin@newport-county.co.uk](mailto:academy.admin@newport-county.co.uk)

### **1<sup>st</sup> Team and Match Day Designated Safeguarding Officer**

Ben Lucey

Email: [ben.lucey@newport-county.co.uk](mailto:ben.lucey@newport-county.co.uk)

### **EFL Safeguarding Officer**

Mark Derrien

Tel: 07944 272236

Email: [mderrien@efl.com](mailto:mderrien@efl.com)

### **Newport City Council Local Authority Designated Officer (LADO)**

Mike Sloan

Tel: 01633 851485

Email: [Mike.Sloan@newport.gov.uk](mailto:Mike.Sloan@newport.gov.uk)

### **FA Safeguarding**

Tel: 0800 169 1863

Email: [safeguarding@TheFA.com](mailto:safeguarding@TheFA.com)

### **NSPCC helpline**

Tel: 0808 800 5000

### **Kidscape Parent Advice Line**

[parentsupport@kidscape.org.uk](mailto:parentsupport@kidscape.org.uk)

WhatsApp: 07496 682785

### **Police**

Tel: 999 or 101

## **11. Useful Websites**

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

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

[www.nspcc.org.uk](http://www.nspcc.org.uk)

[www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)

[www.youngminds.org.uk](http://www.youngminds.org.uk)

[www.youngstonewall.org.uk](http://www.youngstonewall.org.uk)

[www.stoptextbully.com](http://www.stoptextbully.com)

[www.beyondbullying.com](http://www.beyondbullying.com)

[www.childnet-int.org](http://www.childnet-int.org)

[www.cyberbullying.org](http://www.cyberbullying.org)

[www.chatdanger.com](http://www.chatdanger.com)  
[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)  
[www.bullying.co.uk](http://www.bullying.co.uk)