



Newport County AFC

Anti-Bullying & Harassment Policy

Updated March 2018

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.

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 offense to another person. In essence: everyone has a responsibility for upholding person 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 or verbal, you must report such incidents to the appropriate parties, so the matter can be dealt with as quickly as possible.

Communication channels exist via the following individuals:

- Club Staff:
 - Alex Tunbridge – CEO
 - Ethan Foster – Head of Operations
- Academy:
 - Dan Benham – Head of Operations
- Community
 - Norman Parselle – Head of Community

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

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.

Complaints of Bullying and Harassment

Newport County AFC believes any employee or volunteer who feel 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 employees and volunteers 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 club employee or volunteer will be dealt with under the Club's Complaints Policy.

Procedures

- Report bullying incidents to the Club safeguarding officer (noted above) or a member of the Club's operations staff. Alternatively, contact the County Football Association Child Protection Officer (CFA CPO)
- In cases of serious bullying, the incidents will be referred to the CFA CPO 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 bully/bullies 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.

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 (usually containing the Chairman, Club Welfare Officer and CEO) should meet with the alleging victims to obtain details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.
- The same three persons should meet with the alleged bully 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 if the bullying continues. 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 bully or bullied player 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.

In the Case of Adults Reported to be Bullying Anyone Within the Club

- The CFA CPO should always be informed and will advise on action to be taken where appropriate.
- 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.

Prevention

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

The club welfare 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.