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**Heart of Midlothian**

**Anti Bullying Policy**

Heart of Midlothian ASC is committed to providing a friendly and safe environment for all our members. Bullying of any kind is unacceptable at Hearts and will not be tolerated. If bullying occurs, we would encourage swimmers, their peers or parents to talk to us to enable incidents to be dealt with promptly and effectively. If you become aware of bullying, you can raise this with a coach or the Child Protection Officer.

We will strive to create an environment where there is an anti-bullying culture. Adults will be expected to behave as good role models for children and young people.

Heart of Midlothian ASC will:

* Take all signs of bullying very seriously.
* Create an open environment in which all members are encouraged to speak and share their concerns. Where members are bullied, we will support them to tell a coach of the Child Protection Officer.
* Take all allegations seriously and take action to ensure the member is safe.

Policy Objectives

* To ensure Club members, including Committee members, coaches, swimmers and parents have an understanding of what bullying is and the impact it can have on all involved.
* To ensure Club members, including Committee members, coaches, and volunteers know what the Club policy is on bullying, and follow this when bullying is reported.
* To ensure swimmers and parents know what the Club policy is on bullying, and where to report it if bullying arises. A copy of this policy will be made available on the Club’s website.
* To ensure all those involved with incidents of bullying receive appropriate support.

What is Bullying?

Bullying may be seen as particularly hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. It can take many forms including swimmers being bullied by adults, their peers and in some cases by members of their families. Bullying can be difficult to identify because it often happens away from others and those who are bullied often do not tell anyone. Bullying is not always deliberate.

Examples of Bullying in Sport:

* physical e.g. theft, hitting, kicking (in some cases, this might constitute an assault)
* verbal (including teasing) e.g. racist or sectarian remarks, spreading rumours, threats, or name-calling, ridicule or humiliation
* emotional e.g. isolating a member from the activities or social acceptance of the peer group
* harassment e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress

Identifying Bullying

Bullying can be difficult to pick up because it often happens away from others and victims do not tend to tell. However, you can watch for signs that may indicate the presence of bullying. Signs which may raise concerns about bullying include:

* hesitation or reluctance to come to attend training or activity
* reluctance to go to certain places or work with a certain individual
* bruising or other injuries
* ‘losing’ pocket money repeatedly
* becoming nervous and withdrawn
* suddenly prone to lashing out at people, either physically or verbally, when normally quiet
* often last one picked for a team or group activity for no apparent reason, or being picked on when they think your back is turned
* clothing or personal possessions go missing or get damaged

When talking about bullying, it’s never helpful to label children and young people as ‘bullies’ or ‘victims’. Labels can stick for life and can isolate people, rather than helping them to recover or change their behaviour. It is preferable to talk about someone displaying bullying behaviour rather than label them a ‘bully’ – behaviour can be changed with help and support.

Procedures

1. Bullying incidents should be reported to a coach or the Child Protection Officer.

2. In particularly serious cases (for example where a child is injured, the bullying has a serious impact on their mental health or there is a possibility of child abuse) the incident will be referred to the Scottish Amateur Swimming Association (SASA) for advice. If necessary and appropriate, the police will be consulted.

3. Where a member discloses bullying they will be reassured that the person they have told can be trusted and will help them, although they can’t promise to tell no-one else.

4. In cases of cyber-bullying, members who are being bullied by text, email etc will be advised to retain the communication or to print it out.

5. The person to whom the bullying is reported will keep records of what is said i.e. what happened, by whom and when.

6. The person to whom the bullying is reported will alert the Child Protection Officer of what has been reported and obtain advice.

7. Action taken will depend on the nature and duration of the incident and the apparent level of distress. Coaches may choose to address bullying by speaking to their squad about acceptable behaviour or speaking to those being bullied and those displaying bullying behaviour separately.

8. In some cases, seeking an apology from those involved in bullying behaviour (for example where those on the receiving end wish reconciliation) may be considered. Apologies are only of real value however, when they are genuine. This will give those displaying bullying behaviour an opportunity to understand the consequences of their behaviour and change this without embarking on more formal procedures.

9. Heart of Midlothian ASC will assess each instance of bullying on a case by case basis and will determine whether it is appropriate to inform parents with a view to supporting the Club in addressing the behaviour.

10. Heart of Midlothian ASC may deal with any incidence of bullying in accordance with its Disciplinary Procedure.

In the case of adults reported to be bullying swimmers under the age of 18 the SASA will be informed and advice will be sought on the appropriate course of action.