

# Denmark Gymnastics Club

## Anti-Bullying and Harassment Policy and Procedure

<b>Policy Title:</b>	Anti-Bullying and Harassment Policy and Procedure
<b>Date of Issue:</b>	January 2022
<b>Controlling Body:</b>	Denmark Gymnastics Club Committee

### 1. Introduction

The Denmark Gymnastics Club Committee views all forms of bullying as unacceptable behaviour. Bullying and harassment of any kind is unacceptable at Denmark Gymnastics Club and will not be tolerated. Bullying is counterproductive to the team/club spirit and is potentially extremely damaging to the victim. Denmark Gymnastics is committed to providing a safe, caring and friendly environment for all our members. If bullying or harassment does occur, all athletes and parents should know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to inform the Head Coach, Coach or Committee member.

### 2. Definitions

**Bullying** is seen as a repeated and deliberate intent to hurt, embarrass or cause discomfort to another. Bullying is an inappropriate use of power (physical, social and emotional) and can occur over a period of time. This behaviour can affect individuals and groups and likewise can be delivered by individuals and groups.

**Conflict** (including short term or once off teasing and fighting amongst athletes/teams/squads) may not be deemed as bullying. These behaviours may represent the normal dynamics of a particular friendship and athletes need to develop the skills to deal with these situations.

#### Forms of bullying:

- Emotional bullying
- Physical bullying
- Verbal bullying
- Property abuse
- Sexuality or gender-based bullying
- Cyber bullying
- Exclusion bullying

### 3. Policy objective

- To make it clear that bullying and harassment at Denmark Gymnastics will not be tolerated in any form.
- To define bullying and give all Committee members, members, coaches, parents/guardians and athletes an understanding of what bullying is.
- To make it known to parents, athletes, coaching staff and Committee members that there is a policy and procedure should bullying arise in the gym.
- To ensure that all parents, athletes, coaches and Committee members are encouraged to report bullying behaviours.
- To clearly define how to report bullying and to ensure that the process is clear, transparent and understandable.
- To ensure that there is a general understanding that Denmark Gymnastics takes bullying very seriously and that all members reporting bullying behaviours will be fully supported.

## **4. Procedures**

### **4.1 Management of observed bullying (by Coach)**

If bullying is observed by coaching staff during training sessions, the coach should intervene at the time. The behaviour must be stopped immediately. The following steps should be used:

4.1.1 Intervene immediately. If the coach involved is junior and unsure how to handle the situation then, seek assistance from a more senior coach/Head Coach or club Child Safety Officer (identified by signage at the gym).

4.1.2 Separate the athletes involved.

4.1.3 Ensure all athletes, including bystanders are safe – meeting any emotional or medical needs.

4.1.4 Stay calm and model respectful behaviour.

4.1.5 Follow the *incident investigation* procedure below.

### **4.2 Reporting procedure for athletes and parents/guardians**

An athlete who feels that he or she has been bullied is asked to do one or more of the following steps:

4.2.1 Talk to their parents.

4.2.2 Talk to their Coach, Head Coach, Child Safety Officer or any other member of the club whom the victim feels comfortable talking to.

4.2.3 Write a letter or email the club or coach if direct communication is difficult.

*There is no time limit for initiating a complaint under this procedure, however every effort should be made to bring the complaint to the attention of the appropriate club leadership as soon as possible. This ensures that the memory of the complaint is fresh and behaviours can be accurately recalled. This will facilitate an end to the bullying behaviour as quickly as possible.*

### **4.3 Incident investigation procedure**

Reporting of an incident or perceived bullying behaviour allows an investigation to be undertaken. Initial investigations need to be undertaken by the Head Coach and the club Child Safety Officer and needs to determine if bullying has occurred. The following steps will assist in determining whether a bullying behaviour is identified and allows factual information to be obtained:

4.3.1 Keep all the athletes involved separate.

4.3.2 Get the story from several different sources, both adults and children if possible.

4.3.3 Listen without blaming or judgement.

4.3.4 Do not call the act 'bullying' when trying to establish what occurred.

4.3.5 It may be difficult to get the whole story, especially if the bullying involves social or cyber bullying. Collect all available information.

#### 4.4 Responding to bullying behaviour procedure

If bullying is identified, it is important to support all involved – both the victim and the person inflicting the bullying behaviours. Bullying behaviour is to be addressed in the following way:

4.4.1 The Head Coach and Child Safety Officer arranges a meeting with the athlete(s) exhibiting bullying behaviours within 24 hours of the incident being formally reported.

4.4.2 Bullying and harassment behaviours are identified and alternative conflict resolution or problem-solving strategies are suggested in discussion with coach and athlete. These strategies are to be documented and a copy given to the athlete and parent/guardian.

4.4.3 The athlete writes a statement to identify how behaviour was bullying and harassment behaviour and outlines how things will be different. A copy is given to the parents/guardians of the athlete.

4.4.4 If another incident (including the same athlete/s) is reported, the athlete and the athlete's parent/guardian are to meet with the Head Coach and are informed that there will be a suspension of one (1) week.

4.4.5 If bullying or harassment continues and are deemed actual bullying behaviours then the athlete's membership at Denmark Gymnastics may potentially be terminated.

#### 5.0 Supporting documents

- **Athlete and Parent/Guardian Codes of Conduct.**
- **Gym Club Rules.**
- **Child Safe Policy:**
- [https://www.gymnastics.org.au/images/national/About Us/By laws Policies Tech R egs/Child Safe Policy.pdf](https://www.gymnastics.org.au/images/national/About%20Us/By%20laws%20Policies%20Tech%20R%20egs/Child%20Safe%20Policy.pdf)
- **Child Safe Policy – Complaints Handling Policy**
- [https://www.gymnastics.org.au/images/national/About Us/By laws Policies Tech R egs/CSP Complaints Handling Process 0219.pdf](https://www.gymnastics.org.au/images/national/About%20Us/By%20laws%20Policies%20Tech%20R%20egs/CSP%20Complaints%20Handling%20Process%200219.pdf)
- **Gymnastics Western Australia – Membership Policy:**
- [http://www.gymnasticswa.asn.au/WA/Inside GWA/Policies Regulations By La ws/WA/Inside GWA/Policies Regulations By Laws.aspx?hkey=ba96e2fc-3be9-4a7a-9f50-f2aa6f2f78ec](http://www.gymnasticswa.asn.au/WA/Inside%20GWA/Policies%20Regulations%20By%20La%20ws/WA/Inside%20GWA/Policies%20Regulations%20By%20Laws.aspx?hkey=ba96e2fc-3be9-4a7a-9f50-f2aa6f2f78ec)
- **Member Protection Policy**
- [https://www.gymnastics.org.au/images/national/About Us/By laws Policies Tech R egs/Member Protection Policy.pdf](https://www.gymnastics.org.au/images/national/About%20Us/By%20laws%20Policies%20Tech%20R%20egs/Member%20Protection%20Policy.pdf)
- **Coaches Code of Behaviour**
- [https://www.gymnastics.org.au/images/national/About Us/By laws Policies Tech R egs/Member Protection Policy 0219.pdf#page=29](https://www.gymnastics.org.au/images/national/About%20Us/By%20laws%20Policies%20Tech%20R%20egs/Member%20Protection%20Policy%200219.pdf#page=29)

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