



Anti-Bullying Policy

Prohibition of Harassment, Intimidation and Bullying

Oxford City Football Club ("the club") is committed to a safe and civil environment for all players, employees, volunteer and users, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal or physical act when the act:

- Physically harms an individual or damages the individual's property; or
- Has the effect of substantially interfering with a player's or staff member's enjoyment of the club; or
- Is severe, persistent or pervasive that it creates an intimidating or threatening environment; or
- Has the effect of substantially disrupting the orderly operations of the club.

Nothing in this policy requires the affected individual to possess a characteristic that is a perceived basis for the harassment, intimidation or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumours, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the club environment.

Corrective discipline, and/or referral to law enforcement will be used to change the behaviour of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for the victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

The Senior Management team is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the club's complaints and disciplinary policies.



Reporting a Bullying Issue

1. Definitions of a concern and a complaint

Complaint – is an expression of dissatisfaction requiring a response, communicated verbally, electronically, or in writing. Complaints may be made by any users of our club.

Concerns or enquires (Incidents) – is a problem raised that can be resolved/responded to straight away. These are not reported as complaints and fall outside the complaints arrangements.

2. Bullying Concern Process

Anyone may use the informal concerns procedure to report and resolve concerns of harassment, intimidation, or bullying. Informal reports may be made to any club staff member or volunteer, although staff and/or volunteers will always inform individuals of their right to, and the process for, filing a formal complaint. Staff and volunteers may also direct individuals to an appropriate member of the senior management team who can explain the concern and complaints process and what the individual can expect.

Informal resolutions of concerns could include, but are not limited to:

- Explaining to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face.
- A statement from a member of the senior management team to the alleged perpetrator that the alleged perpetrator conduct is not appropriate and could lead to discipline if proven or repeated.
- A statement from a member of the senior management team to all club service users reminding individuals of the club's harassment, intimidation and bullying policy without identifying the complainant or alleged perpetrator because the club believes the complaint needs to be more thoroughly investigated.

3. Bullying Complaints Process

Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainant(s) should not be promised confidentiality, only that the club will make every effort to maintain it, as it cannot be predicted what will be discovered. Efforts should be made to increase the confidence and trust of the person making the complaint. Complainants who are under 18 or classified as vulnerable or at risk may have a parent or trusted adult with them, if requested. The Senior Management Team may conclude that the club needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:



- All complaints will be assigned to an investigation lead. The level of the investigation into a complaint will reflect the complexity of the complaint and may be undertaken by a single head of department or by the senior management team. Complete and accurate records must be kept and be available. These must include:
 - The original complaint and other relevant information.
 - The issues considered.
 - Decisions or actions taken.
 - Discussions/correspondence with the complainant.
 - Copies of staff responses and other information collected during the investigation.
 - External advice taken and details of advisor.
- When the investigation is completed the investigation lead shall compile a full written response and action plan. If the matter has not been resolved to the complainant's satisfaction, details of escalating the complaint will also be provided.
- The investigation lead shall respond in writing to the complainant. Stating:
 1. That the club intends to take corrective action; or
 2. That the investigation has not resulted in adequate evidence to conclude that bullying, harassment or intimidation has occurred.
- Corrective measures will be taken as quickly as possible.

Key Contacts:

Club Welfare Officer

Paul Lyon - 07876682501

safeguarding@oxcityfc.co.uk

07900832429

Oxfordshire FA County Welfare Officer

Nigel Saverton

safeguarding@oxfordshirefa.com

National Bullying Helpline

<https://www.nationalbullyinghelpline.co.uk/>

08452255787