

# WTSE – Bullying, Harassment, Victimisation & Discrimination Policy & Procedures

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## WTSF Anti-Bullying, Harassment, Victimization and Discrimination Policy & Procedures

### 1 Introduction

- 1.1 The WTSF does not, under any circumstances, tolerate any form of bullying, harassment, victimisation, or discrimination, by, or against, any of its Board Members, Employees, Contractors, Volunteers, Athletes or any other stakeholder within the target shooting community.
- 1.2 It is not the intention of the WTSF to discourage normal social interactions amongst target shooting community members, we are simply aiming to create an environment where people are free to be themselves. Where unlawful bullying, discrimination, harassment, or victimisation, whether intentional or unintentional, does not occur.

### 2 Aims and Objectives

- 2.1 The aim of this policy is to aid the eradication of bullying, harassment, victimisation and discrimination, all of which comes under the umbrella of our Safeguarding Policies and Procedures (**see WTSF Safeguarding Policy and Procedures**). It provides:
  - 2.1.1 Clarification of behaviours the WTSF views as bullying, harassment, victimisation and/or discrimination.
  - 2.1.2 Clear guidance on the standards of behaviour that we expect not only from WTSF Board Members and Staff, but also contractors, volunteers, athletes and any other stakeholder within the target shooting community.
  - 2.1.3 Our commitment to engaging in non-discriminatory services and/or practices.
  - 2.1.4 Clear procedures for a person/persons to raise complaints of bullying, harassment, victimisation or discrimination.
  - 2.1.5 An investigation procedure to deal with complaints.

### 3 Scope

- 3.1 This policy covers the behaviour of WTSF Board Members, Staff, Contractors, Volunteers, Athletes and any other stakeholder within the target shooting community.
- 3.2 This policy covers unacceptable behaviour in any situation and is not confined to the workplace or working hours.

- 3.3 The policy extends to situations that occur outside the working environment and across electronic media when the situation relates to the target shooting community.
- 3.4 Due to the seriousness with which the WTSP views bullying, harassment, victimisation and discrimination, there is a formal reporting procedure separate to the WTSP Grievance Procedure (**see WTSP Grievance Policy & Procedure**). We believe that this procedure provides an appropriate and effective mechanism for dealing with such issues. However, staff may choose to use the WTSP Grievance Procedure as an alternative.

#### 4 Context

- 4.1 It is important to note that with bullying, harassment, victimisation and discrimination, it is the impact of the behaviour or action rather than the intent of the perpetrator that is the determinant as to whether bullying, harassment, victimisation or discrimination has occurred. However, the matter of context is equally as important. Within the WTSP it is necessary and appropriate for managers to be able to manage their staff, demonstrating strong leadership in terms of their application of appropriate policies and procedures, such as:
- 4.1.1 Issuing reasonable instructions and expecting them to be carried out on a timely basis.
  - 4.1.2 Setting and publicising expected standards of performance.
  - 4.1.3 Disciplining persons for misconduct, where appropriate, following a fair and reasonable investigation.
  - 4.1.4 Implementing action in respect of the management of sickness absence and/or capability, in line with WTSP Policy etc.
- 4.2 It is perfectly reasonable to expect a manager to perform these functions fairly, firmly and consistently. Performing these duties does not constitute an act of bullying, harassment, victimisation or discrimination, although some may feel stressed or anxious while such procedures are on-going.
- 4.3 It is important to differentiate between firm, fair management and peer to peer challenge and bullying, harassing, victimising and discriminatory behaviours. If you are unsure, you should seek advice from the WTSP Lead Safeguarding Officer, (or other senior member of WTSP Staff if that is inappropriate) before making allegations of bullying, harassment, victimisation or discrimination.

#### 5 Definition of Bullying

- 5.1 Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure. Bullying is unlikely to be a single or isolated instance. Examples may include:
- 5.1.1 Personal insults, unjustified criticism or spontaneous outburst of anger.
  - 5.1.2 Using sarcasm or aggression against an individual for a system or service failure.
  - 5.1.3 Excluding, ignoring or whispering about an individual.
  - 5.1.4 Setting unrealistic workloads, targets or deadlines or making detrimental changes to, or removal of, responsibilities, without consultation.
  - 5.1.5 Singling out or treating an individual differently.
  - 5.1.6 Physical conduct ranging from touching to serious assault.
  - 5.1.7 Undermining authority in front of others or inconsistent application of rules and procedures.
  - 5.1.8 Spreading malicious rumours; malicious gossip or slander which may include letters, any electronic communication eg. email/text messages and social media.
- 5.2 Some of the examples outlined may only cause mild irritation if occurring once, but if repeated, this can become bullying.

## 6 Definition of Harassment

- 6.1 Harassment is defined in the Equality Act 2010 as ‘unwanted conduct related to a relevant protected characteristic **(see WTSP Equality, Diversity & Inclusion Policy)** which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual’.
- 6.2 Individuals are able to complain of behaviour that they find offensive even if it is not directed at them. In addition, the complainant need not possess the relevant characteristic themselves, they may complain of harassment that is related to a perceived or associated link to a protected characteristic. Harassment may be an isolated occurrence or repetitive. Types of harassment may be:
- 6.2.1 Age-related harassment occurs if a person is subjected to unwanted conduct because of their particular age, or membership of an age group. Ageism can affect anybody regardless of how old they are.
  - 6.2.2 Harassment of disabled people may be based on the fact that a person has a physical or mental impairment, learning difficulty or disfigurement and can take the form of individuals being ignored, disparaged or ridiculed because of

mistaken assumptions about their capabilities. Their impairment/disability rather than their ability can become the focus of attention.

- 6.2.3 Sex-related harassment is unwanted conduct that is related to an individual's gender or the gender of another person and has the purpose of violating the person's dignity or of creating an environment that they find intimidating, hostile, degrading, humiliating or offensive.
- 6.2.4 Sexual harassment occurs when there is any form of unwanted verbal, non-verbal or physical conduct of a sexual nature that creates an intimidating, hostile, degrading or offensive environment. It can occur with women harassing men, men harassing women, and also between members of the same sex.
- 6.2.5 Harassment on the grounds of gender identity may be aimed at transgender people, or people who have undergone, are undergoing, or intend to undergo gender reassignment. Harassment occurs when someone engages in unwanted conduct related to a worker's gender identity which violates their dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.
- 6.2.6 Racial harassment is any behaviour, deliberate or otherwise, pertaining to race, colour, nationality - including citizenship, or ethnic or national origins, which is directed at an individual or group and which is found to be offensive or objectionable and which creates an intimidating, hostile or offensive environment.
- 6.2.7 Religious harassment is any behaviour deliberate or otherwise, pertaining to religion, religious belief or other similar philosophical belief and it is behaviour which can be defined as unwanted conduct violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment.
- 6.2.8 Harassment on the grounds of a person's sexual orientation may be aimed at heterosexual people but is more usually experienced by gay men, bisexual men and women and lesbians. Homophobia is generally the term used to describe 'hostility towards or a fear of gay people'. It may be directed against individuals, couples (same-sex partners and Civil Partnerships) or groups of people who are, or are thought to be, lesbian, gay, bisexual or transgendered. The behaviour can be defined as unwanted conduct violating a person's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment.
- 6.2.9 Harassment on the grounds of political belief or Trades Union membership may include offensive comments or jokes about a staff members' political affiliation, ridiculing or name calling, or even displaying offensive written or visual material.

## **7 Definition of Victimisation**

7.1 Victimization is the less favourable treatment of someone because they, in good faith, have complained (whether formally or otherwise) that someone has been bullying, harassing or discriminating against, them or someone else, or they have supported someone to make a complaint, or given evidence in relation to a complaint. This would include the isolation of someone because they have made a complaint, or of giving them worse work to do than their colleagues. For example:

7.1.1 An employee makes a formal complaint against their manager because they feel that they have been discriminated against. Although the complaint is resolved through the organisation's grievance procedures, the employee is subsequently ostracised by their colleagues, including the manager. The employee could claim victimisation.

## 8 Definition of Discrimination

8.1 Discrimination is the unjust or prejudicial treatment of different categories of people. Within the Equality Act 2010 discrimination is broken down into 4 main types:

8.1.1 Direct Discrimination: occurs when a person treats one person less favourably than they would another because of a protected characteristic. For example, a job advert goes to press, requiring that job applicants have a particular national origin.

8.1.2 Indirect Discrimination: occurs when a provision, criteria or practice is applied that creates disproportionate disadvantage for a person with a protected characteristic as compared to those who do not share that characteristic. For example, a manager is aware that an employee is pregnant but still disciplines her for taking too many toilet breaks. Although the manager would do this for any other member of staff, this is indirect discrimination because of pregnancy and maternity.

8.1.3 Direct Discrimination by Association: refers to discrimination against a person who does not have a protected characteristic but is associated with someone who has a protected characteristic. For example, an employee who is offered a promotion following an interview, has the promotion withdrawn after telling their line manager that their father, with whom they live, has MS. The line manager thinks the employee will not be able to focus on the new role due to the caring responsibilities they have. This may be discrimination due to the employee's association with a disabled person.

- 8.1.4 Discrimination by Perception: refers to discrimination against a person because of a belief that someone has a protected characteristic, whether or not they do have it. For example, an individual may often be teased by their work colleagues for being gay, based on their colleagues' perception, although the individual is not actually gay.

## 9 Electronic bullying, harassment, victimisation and discrimination

- 9.1 Electronic bullying, harassment, victimisation and discrimination can take place through electronic media, for example, email, instant messaging, social networking websites (eg. Facebook, Twitter, blogs), or text messages to name but a few.
- 9.2 When sending communications through electronic means, everyone should consider the content, language and appropriateness of such communications. As detailed in paragraph 3.3, this policy covers unacceptable behaviour in any situation, including that of electronic media, and is not confined to communications sent within the workplace, or during working hours, it also extends to situations that occur outside the working environment which may affect the working relationship between employees and/or partners, customers and suppliers, or even those situations that simply bring WTFS into disrepute.

## 10 Procedure for Raising Complaints of bullying, harassment, victimisation and/or discrimination

- 10.1 Complaints/reports should be raised as soon as possible following an act of alleged bullying, harassment, victimisation or discrimination so that the matter can be dealt with swiftly and decisively.
- 10.2 Complaints/reports should be raised using the WTFS Disclosure Form from the WTFS Safeguarding Policy & Procedures, **(see also Appendix 1)**. This form should be completed and sent to the WTFS Lead Safeguarding Officer or other senior WTFS Staff Member if that is appropriate.
- 10.3 Any complaint/report of bullying, harassment, victimisation or discrimination will be dealt with seriously, promptly and confidentially following the WTFS Safeguarding Procedures either for Child Protection or the Protection of Adults, whichever is appropriate.

## 11 Upon Receipt of a Complaint

- 11.1 Once a report has been lodged with the WTFS Lead Safeguarding Officer then the LSO will make a professional decision, based on the nature of each individual case



and decide how to proceed according to the WTSF Safeguarding Policy & Procedures. This may well involve consultation with the WTSF Case Management Group (WTSF CMG), a sub-committee of the WTSF Board, trained in such matters.

- 11.2 In the event of the matter not being considered a case of abuse necessitating the involvement of police or social services but rather a case of bullying, harassment, victimisation or discrimination, then the LSO will conduct an investigation into the matter and present the findings to the CMG who will then decide how the matter might be resolved.
- 11.3 In the event of a complaint of bullying, harassment, victimisation and/or discrimination being alleged, the following course of action will be taken:
- 11.3.1 The LSO will acknowledge receipt of the complaint and make arrangements to investigate within a certain number of working days (this number will be directly linked to the scale of the investigation required but will not exceed 10 days).
  - 11.3.2 The LSO will inform the alleged perpetrator of the existence of the complaint.
  - 11.3.3 The LSO will keep good records of the complaint and advise all parties to do the same.
  - 11.3.4 The complainant, alleged perpetrator, and anyone else who can assist with the investigation in the form of a witness, will be interviewed.
  - 11.3.5 If the complaint is about a Board Member, member of staff or contractor, then it may be appropriate to seek mediation from ACAS at any point during this process where this is agreed by both parties.
  - 11.3.6 The LSO will prepare a written report for the CMG outlining the facts, indicating their findings and recommending whether the WTSF Disciplinary Procedure (**see WTSF Staff Disciplinary Policy & Procedure**) should be invoked and/or action taken. The CMG will then decide on the appropriate course of action.
  - 11.3.7 The LSO will inform both parties of the outcome of the investigation and the decision made by the CGM.

## 12 Outcome of Investigation

- 12.1 There are three possible appropriate outcomes of such an investigation, here they are listed with a suggestion of possible action to be taken although alternative actions may be sought as appropriate to each particular case:

### 12.1.1 Complaint Not Validated: Evidence regarded as inconclusive

Possible actions:

- a) consideration should be given to provide counselling for both parties
- b) ongoing informal monitoring of situation/relationship

#### 12.1.2 **Complaint Validated: Informal resolution recommended**

In less serious situations it may be appropriate to resolve the situation with non-disciplinary measures, less serious disciplinary actions, or a combination of the two:

Possible actions:

- a) provide counselling for the victim, or both parties
- b) issue a warning to the perpetrator that any repeat of the behaviour will result in disciplinary action
- c) consider implementing changes in the complainant's work environment
- d) informal monitoring of situation/relationship

#### 12.1.3 **Complaint Validated: Recommendation of disciplinary action**

Disciplinary procedures are appropriate when the investigation concludes that there is sufficient evidence of unacceptable conduct. **(See WTSF Staff Disciplinary Policy & Procedures).**

- 12.2 Victimization, if founded, will result in disciplinary action and will normally warrant dismissal.
- 12.3 Malicious complaints may also result in disciplinary action against the complainant. (see below)
- 12.4 Please refer to the WTSF Staff Disciplinary Policy & Procedure for the next steps and the right of appeal.

### **13 Communicating the Outcome**

- 13.1 Having made a decision on the most appropriate course of action, the person who has complained will be advised that the matter has been dealt with and concluded and appropriate action taken.
- 13.2 Information as to the actual course of action taken will not be available to the complainant.

#### **14 Unfounded allegations**

- 14.1 Although a complaint may not have been validated, provided that it was made in good faith, the complainant should not be subjected to disciplinary action.

#### **15 Vexatious or Malicious Complaint**

- 15.1 The presumption should always be that a complaint is made in good faith. However, If the investigator becomes aware that the complaint is made with vexatious or malicious intent, they may make a decision and recommendations for further action on this basis.

- 15.2 Every complaint must be considered on its merits and, even if someone has made a vexatious or malicious complaint in the past, it must not be assumed that any other complaint they make will also be vexatious or malicious.

- 15.3 Managers should consider any known temporary or permanent outside factors, such as personal or health issues that may have affected the employee and which the employee is prepared to share. Managers should remind the employee about available support such as any relevant Employee Assistance Programmes.

- 15.4 A vexatious complaint is one that is pursued, regardless of its merits, solely to harass, annoy or subdue somebody; something that is unreasonable, without foundation, frivolous, repetitive, burden-some or unwarranted. In identifying vexatious complaints, managers must be careful to:

- 15.4.1 distinguish between employees who are raising genuine concerns or;  
15.4.2 recognise where people are simply being difficult.

This can be achieved by recognising that complainants may often be aggrieved, frustrated or have other reasons for their behaviour; the focus must be on careful consideration of the merits of the case rather than the attitude of the complainant. However, a complaint may be regarded as vexatious where the employee:

- 15.4.3 Persists in pursuing a complaint which has already been investigated by another or the same manager and provides no new or material information.  
15.4.4 Seeks to prolong contact by continually changing the substance of a complaint or by continually raising further concerns or questions whilst the complaint is being addressed.  
15.4.5 Fails to clearly identify the substance of a complaint, or the precise issues which may need to be investigated despite reasonable efforts by the manager to assist them.

- 15.4.6 Complains solely about trivial matters to an extent which is out of proportion to their significance.
- 15.4.7 Makes excessive contact with the manager or seeks to impose unreasonable demands or expectations on resources, such as responses being provided more urgently than is reasonable or necessary.
- 15.5 A malicious complaint is one that is made with the intention of causing harm, for example:
  - 15.5.1 deliberately seeking to defame a colleague or manager and raising a complaint with this intent
  - 15.5.2 through lying about an issue or incident in the knowledge that this will cause harm
  - 15.5.3 through knowingly basing a complaint on rumour and gossip with the intention of causing harm.
- 15.6 A malicious complaint is defined as:
  - 15.6.1 one that the investigation has shown to be without foundation
  - 15.6.2 one where the investigation evidence demonstrates that the complainant knowingly lied to the Investigation Manager; and
  - 15.6.3 where there is sufficient evidence to demonstrate this at a disciplinary hearing on the basis of the balance of probabilities.
- 15.7 Vexatious and malicious complaints can be very difficult to identify. Largely, this must be a matter of professional judgement for the manager. However, once identified, such complaints should be tackled as soon as possible.
- 15.8 The Grievance Policy should be followed but managers may conclude as part of their investigation or decision that the complaint is vexatious and or malicious. Managers may also seek to limit the scope of the complaint to what is reasonable and relevant to the complaint itself.
- 15.9 The mere fact that an employee has brought a number of complaints in the past is not of itself sufficient grounds for refusing to consider a complaint if it raises new matters. Managers should not treat anyone less favourably or subject them to a detriment because they have brought a complaint. This applies even where they are suspected to be vexatious, malicious or otherwise.
- 15.10 Each case must be considered on its merits, be evidence based and investigated, as appropriate. Any mitigating factors must be taken into account (for example, stress, and physical and mental illness, or certain behaviours which may be outward

symptoms of underlying workplace problems such as bullying, harassment or discrimination) as these may have a significant bearing on the case.

- 15.11 Following investigation, and before reaching a decision that a complaint is vexatious or malicious, managers should seek advice from an Employment Relations/Human Resources (HR) professional. They may also find it helpful to speak to their line manager.
- 15.12 Vexatious or malicious use of the grievance procedure will not be tolerated. If there is evidence that an employee is making vexatious or malicious use of the grievance procedure, the matter will be investigated under the WTSF Staff Disciplinary Policy & Procedures.
- 15.13 Complainants who make malicious or vexatious complaints of bullying, harassment, victimisation or discrimination will be subject to disciplinary procedures.

## **16 Unacceptable behaviour by third parties**

- 16.1 WTSF acknowledges that its employees and/or members may suffer unacceptable behaviour from partners, suppliers and users of WTSF services. This may, for example, take the form of racist or sexist abuse or of a refusal to accept services from employees of a particular ethnic origin. The WTSF does not regard it as part of an employee's duties to accept such behaviour and does not expect them to tolerate it. The WTSF will provide support to you if you are the victim of unacceptable behaviour by employees, partners, suppliers or a member of the public in the course of your employment.
- 16.2 The WTSF's response to unacceptable behaviour towards its employees by partners, suppliers or service users may be restricted by the lack of applicable sanctions. Within these restrictions, however, the following guidelines must be observed by managers of employees who have been subjected to unacceptable behaviour in the course of their employment, by employees by partners, suppliers, service users or other members of the public:
  - 16.2.1 Any employee who has been subjected to unacceptable behaviour must be dealt with sympathetically and supportively by managers and may be offered suitable counselling.
  - 16.2.2 Managers should deal explicitly with perpetrators with a view to withdrawing service if behaviour is not moderated.
  - 16.2.3 Managers should not automatically respond by removing the employee from the area of work, or workplace, where the unacceptable behaviour occurred.

To do so is likely to undermine the employee and give the perpetrator the impression that their actions are acceptable.

- 16.2.4 Should any third party be found to be bullying, harassing, victimising or discriminating against, a member of staff or any other third party, WTFS has the right, where possible, to remove the service or contract from the third party instigating this unacceptable behaviour.
- 16.2.5 Should an individual employee or member of a third party/organisation partner be found to be bullying, harassing, victimising or discriminating against a member of staff, WTFS has the right to remove or limit direct contact between the relevant parties. WTFS may choose to report it to the partner organisation for them to initiate their own procedures, where applicable, and if not dealt with satisfactorily WTFS has the right, where possible, to remove the service or contract from the third-party organisation liable for their members' behaviour.
- 16.3 Where a service is withdrawn because of unacceptable behaviour by the client it is clearly important that the course of events and the reasons for withdrawal be thoroughly documented. If the client wishes to appeal against the withdrawal of the service, whether on the grounds that they deny that the unacceptable behaviour took place or because they believe the penalty to be too harsh, a hearing should be arranged at which the client should be given the opportunity to state their version of events and to hear the specific allegations made against them.
- 16.4 It may not, however, be necessary or advisable for the victim to be present at this hearing, as it may cause undue distress or constitute further harassment. The staff member's immediate line manager should be sufficiently well informed to provide the necessary information at the hearing (if the victim's immediate line manager is also the manager who has made the decision to withdraw the service, the hearing should be conducted by a more senior person/CEO).
- 16.5 If, after the hearing, the client is still not satisfied that they have been fairly dealt with, they may have recourse to the WTFS Complaints Policy (**see WTFS's Complaints Policy**).

## **17 Responsibilities**

- 17.1 Every member of the shooting community has a responsibility to create an environment in which the dignity of all is respected. All persons must comply with this policy and procedure, and should ensure that their behaviour to colleagues, partners, athletes, parents, spectators, customers and suppliers does not cause offence, and could not in any way, be considered to be bullying, harassment, victimisation or discrimination.

- 17.2 WTSF Management has a duty to implement this policy and to make every effort to ensure that bullying, harassment, victimisation or discrimination do not occur, particularly in work areas for which they are responsible. Managers and supervisors have responsibility for any incidents of bullying, harassment, victimisation or discrimination of which they are aware, or ought to be aware.
- 17.3 Failure of a manager or supervisor to act on a complaint of bullying, harassment, victimisation or discrimination reported to them from an individual will be treated as a failure to fulfil the responsibilities of their position and will normally lead to disciplinary action being taken against them.
- 17.4 The WTSF LSO should ensure that they:
- 17.4.1 Explain the policy and take steps to promote awareness of the procedure for raising bullying, harassment, victimisation or discrimination complaints.
  - 17.4.2 Are responsive and supportive when dealing with an allegation of bullying, harassment, victimisation or discrimination, and provide clear advice on the procedure to be adopted.
  - 17.4.3 Maintain confidentiality and seek to ensure that there is no recurrence after a complaint has been resolved.
  - 17.4.4 Set a good example by treating everyone with dignity and respect.
  - 17.4.5 Are alert to unacceptable behaviour and take appropriate action.

## **18 Monitoring**

- 18.1 All incidents of bullying, harassment, victimisation or discrimination will be monitored by the WTSF LSO. WTSF aims to monitor the effectiveness of the policy and actions and as such commits to collating data to identify any trends or patterns emerging. If trends and patterns are found to be emerging, WTSF will analyse whether or not these are justified and, where appropriate, endeavour to identify and take all steps necessary to eliminate bullying, harassment, victimisation and discrimination from our community.

## Appendix 1 - WTSP Safeguarding Incident Report Form

Please give as much detail as you can throughout the form, each box will expand as you click into it and type:

Date this form is being used

Date of the incident (if different)

Your name

Your role

Your contact details, phone number/s, address and email address

Child/Adult at Risk's Name

Child/Adult at Risk's Address

Child/Adult at Risk's Date of Birth

Child/Adult at Risk's Ethnic Origin

Does the child/adult at risk have a disability, additional health and/or learning needs? If so, please describe

Child/Adult at Risk's Gender

Parent/s/carers name



Parent/s/carers contact details, phone number/s, address and email address

Have the Parent/s/carers been notified of this incident?

If YES, please provide details of what was said/action agreed

Are you reporting – A Your own concerns? B Someone else’s concerns or C Disclosure by the child/vulnerable adult affected?

Date, time, place and the nature of the event where the incident took place

Please provide a detailed account of the incident/concerns/disclosure here. Please explain whether you are recording this incident as fact, opinion or hearsay

Please provide the child’s/vulnerable adult’s account of the incident if you have one

Name/s of any witnesses to the incident/concerns/disclosure and their contact details

If there were witnesses, please provide their accounts of the incident/concerns/disclosure if you have them

Name of the person alleged to have caused incident/concerns/disclosure

Their role/relationship with the injured party (e.g., parent; coach; fellow athlete, WTSP staff etc)

Their contact details, phone number/s, address, email address (if known)



Please give details of any persons to whom you may already have disclosed this information e.g. The WTSF Lead Safeguarding Officer, a Police Officer and/or the Social Services Representative

**I hereby confirm that I have completed this form to the best of my ability, without malice or prejudice as a true account of the incident/concerns/disclosure:**

Your dated signature

**This form is to be sent to the WTSF Lead Safeguarding Officer as soon as possible after the incident/concerns/disclosure occurred, email \*.**

**You may be assured that the submission of any Safeguarding issue will be dealt with swiftly and comprehensively according to the WTSF Safeguarding Policy.**