



Alconbury Recreation Field Charity. (ARFC)

Bullying and Harassment Policy and Procedure

1. Purpose

The purpose of this policy is to foster a safe, inclusive, and respectful environment across all Alconbury Recreation Field Charity (ARFC) facilities. Bullying and harassment in any form will not be tolerated, within the ARFC premises or grounds, during ARFC events, in online forums connected to ARFC, or in social settings related to the use of ARFC premises.

2. Scope

This policy applies to:

- All individuals who use or are present at ARFC premises or grounds, or at ARFC related activities, including but not limited to:
- ARFC trustees and staff.
- Visitors, volunteers and spectators at ARFC events.
- Hirers of ARFC facilities, their participants and guests
- Members, staff and guests of Alconbury Sports and Social Club (ASSC) while they are using ARFC premises.

3. Definitions

Bullying

Bullying is repeated, unreasonable behaviour directed at an individual or group that causes harm, humiliation, or distress. In ARFC context, this may occur on the field, in changing rooms, online, or at social events.

Examples:

- Name-calling or mocking someone's abilities.
- Intimidation or threats.

- Deliberate exclusion from team activities or events.
- Hazing or initiation practices.

Harassment

Harassment includes any unwelcome behaviour that offends, humiliates, or intimidates a person, particularly if it relates to gender, race, sexual orientation, disability, religion, or age.

Examples:

- Sexual jokes or comments.
- Making fun of someone's background or accent.
- Displaying offensive images or symbols.
- Persistent unwelcome attention.

4. Policy Statement

The charity is committed to providing a safe and respectful club environment for everyone who uses its facilities.

All individuals have the right to participate in activities or access ARFC premises free from bullying, harassment, and intimidation.

Such behaviour is not aligned with the values of fairness, community, and respect that underpin the charity.

Any breach of this policy will be taken seriously and may result in action by ARFC, including restrictions on access to ARFC facilities or termination of hiring arrangements. Where the matter relates to ASSC members or staff, ARFC will also liaise with the ASSC committee as appropriate.

5. Responsibilities

Charity Trustees

- Promote a culture of respect and zero tolerance for bullying or harassment across ARFC facilities.
- Ensure this policy is communicated to all ARFC facility users and hirers.
- Handle complaints confidentially, fairly, and promptly.

Coaches, and Officials

- Model appropriate behaviour.
- Intervene in incidents of inappropriate conduct on ARFC premises.
- Encourage team bonding and activities in inclusive and respectful ways.

ARFC facility users, ASSC members and participant

- Treat others with respect and dignity.
- Refrain from bullying, harassing, or discriminatory behaviour.
- Report any concerns to a trustee or designated ARFC contact.

6. Reporting Procedure

Informal Resolution

Where appropriate, individuals are encouraged to:

- Raise concerns directly with the person involved, if safe and comfortable to do so.
- Seek help from a coach, team manager, or committee member for support.

Formal Complaint

If informal resolution is not possible or unsuccessful, the individual may:

- Submit a complaint in writing to the Charity, Welfare Officer, or a designated trustee.
- Include details such as dates, locations, what occurred, and who was involved or witnessed the incident.

7. Investigation Process

Upon receiving a formal complaint:

1. The charity will appoint an impartial person to investigate.
2. Both parties will be given the opportunity to provide their perspective.
3. All information will be treated with discretion and confidentiality.
4. The investigation will aim to conclude within 28 days.
5. Outcomes will be recorded and shared with relevant parties.

8. Outcomes and Disciplinary Measures

If the complaint is substantiated, the charity may:

- Issue a warning to the individual(s) involved.
- Restrict access to ARFC facilities or grounds.
- Termination of ARFC facilities hire agreement
- In conjunction with the ASSC committee action may lead to suspension or termination of ASSC membership
- Require mediation or training where appropriate.

If the complaint is not substantiated but was made in good faith, no action will be taken against the complainant. Malicious or false complaints may result in disciplinary action.

9. Protection Against Retaliation

Any form of retaliation against someone who makes a complaint, supports a complainant, or participates in an investigation is strictly prohibited and may lead to disciplinary consequences.

10. Confidentiality

The charity will handle all complaints and investigations with discretion. Details will only be disclosed to those directly involved in managing the process.

11. Policy Review

This policy will be reviewed annually by the charity trustees or after any serious incident to ensure it remains relevant and effective.

Signed on behalf of the Trustees:

Name: C. Bodley

Role: Chair

Date: 22nd October 2025

Date Approved: 22nd October 2025

Review Due: October 2026 **Revision No** 1

Signed (Chair): C. Bodley