



## Anti-bullying Procedures

### **Purpose**

As a sport, we take bullying seriously. Anyone involved in croquet should be assured that they will be supported if bullying is reported.

These procedures describe the requirements of Croquet England's Anti-bullying Policy for prevention and reporting.

Everyone should know what our policy is on bullying, and what they should do to prevent bullying happening or if it arises.

### **Why is it important to respond to bullying?**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Our sport has a responsibility to respond promptly and effectively to issues of bullying.

### **Prevention**

All clubs, coaches and tournament managers are responsible for creating environments where everyone can enjoy their croquet. Being vigilant and putting an early stop to behaviour that has the potential to become bullying is the best prevention. Ignoring it or doing nothing could lead to it becoming worse and to possible harm.

### **Reporting**

Anyone who suspects that bullying is happening or who has concerns that behaviour could escalate into bullying, is expected to report it as soon as possible to:

- the Club Welfare/Safeguarding Officer, or
- a member of the club committee, or
- a trusted adult, or
- if it occurs during a tournament, the tournament manager.

Serious incidents involving children or adults 'at risk' should also be reported directly to Croquet England's National Safeguarding Officer.

if a formal complaint is being considered, it should be reported to Croquet England's Complaints Administrator.

## Responding to reports of bullying

An investigation will take place (either led by the club under its Safeguarding Procedures, or for more serious cases by Croquet England under its Safeguarding Procedures or its Complaints Procedure).

Depending on the outcome of the investigation, disciplinary action may follow. Actions taken will include:

- The bullying behaviour, or threats of bullying, must be investigated and the bullying stopped quickly.
- In cases involving U18s, the parents/guardians should be informed and asked to take part in a meeting to discuss the problem.
- An attempt will be made to help the bully (bullies) change their behaviour.
- If mediation fails and the bullying continues, further disciplinary action will be taken.
- If necessary and appropriate, Safeguarding Leads in associated organisations (e.g. schools, universities) or Statutory Authorities will be consulted

## Recommended action for clubs

Cases of serious bullying, involving children or 'at risk' adults should be referred to Croquet England's National Safeguarding Officer [safeguarding@croquetengland.org.uk](mailto:safeguarding@croquetengland.org.uk). If a formal complaint is being considered, involving adults only, it should be referred to the [Complaints Administrator](#).

- If the club decides it is appropriate for it to deal with the situation, it should follow its own existing Safeguarding procedures or follow the guidance below:
- It may be appropriate to attempt a form of reconciliation, for example by getting the parties together. A genuine apology could solve the problem.
- If this fails or is not appropriate, two or three club officers should meet with the person (parent and child in the case of U18s) making the allegation to obtain more information. This panel will normally include the Welfare/Safeguarding Officer. Minutes should be taken for clarity, which should be agreed by all as a true account.
- The same panel should meet with the alleged bully (and parent/s of an U18), detail the allegation and allow them an opportunity of reply. Minutes should again be taken and agreed.
- If it is considered that bullying has taken place, the individual/s should be warned and put on notice of further action if the bullying continues, i.e. temporary or permanent suspension. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time. The club committee should monitor the situation for a given period to ensure the bullying is not repeated.
- All appropriate coaches, volunteers or tournament managers involved with both parties should be made aware of the concerns and outcome of the process i.e. a warning.

- If the club is unable or unwilling to resolve the matter, they should refer the case to Croquet England's National Safeguarding Officer or bring a formal complaint via the Complaints Administrator.

### **Further Information**

Further help and guidance can be obtained from the following:

- Anti-Bullying Alliance: [Advice and support \(anti-bullyingalliance.org.uk\)](https://www.anti-bullyingalliance.org.uk)
- KIDSCAPE Parents Helpline (Mon-Fri, 10-4) 0845 1205 204 [www.kidscape.org.uk](https://www.kidscape.org.uk)
- Bullying Online [Family Lives-cyber bullying](https://www.familylives.org.uk/cyber-bullying)

### **References**

[Anti-bullying Policy](#)

[Child Safeguarding – Responding, Recording and Reporting Procedures](#)

[Adult Safeguarding – Responding, Recording and Reporting Procedures](#)

[Complaints Procedure](#)

[Volunteer Grievance Procedure](#)

***Issuing Authority:*** Executive

***Approved by:*** Executive

***Date approved:*** 11 Feb 2025

***Next review date:*** 10 Feb 2028

***Version:*** v1.1

***Reason for Change/Description:*** References linked. Safeguarding email updated