

POLICY

Kingswood Sports CIO Bullying and Harassment Policy

Policy Number	KS-BH-01
Effective Date	September 2026
Review Date	September 2027
Approved by	Board of Trustees
Version	1.0

1. Purpose

Kingswood Sports CIO (from now on referred to as "the Charity") is committed to providing a safe, supportive, and respectful environment for all employees, volunteers, beneficiaries, and stakeholders. This policy aims to prevent and address bullying and harassment, ensuring everyone associated with the Charity can operate safely and dignifiedly.

2. Scope

This policy applies to all employees, volunteers, beneficiaries, contractors, and anyone working for or interacting with Kingswood Sports CIO.

3. Definitions

Bullying: Repeated, inappropriate behaviour, direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others that undermines their right to dignity at work.

Harassment: Unwanted conduct related to a relevant protected characteristic (age, disability, gender reassignment, race, religion or belief, sex, sexual orientation), which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for them.

4. Policy Statement

- Kingswood Sports CIO has a zero-tolerance approach to bullying and harassment.
- All reports of bullying and harassment will be taken seriously, investigated promptly, and dealt with fairly and consistently.
- Appropriate action will be taken against anyone engaging in bullying or harassment, which may include disciplinary measures up to and including dismissal or termination of contract.

5. Responsibilities

Trustees and Senior Management:

- Ensure the implementation and regular review of this policy.
- Foster a culture of respect and dignity.
- Ensure all staff and volunteers know their rights and responsibilities under this policy.

Employees and Volunteers:

- Treat all individuals with respect and dignity.
- Report any incidents of bullying or harassment they witness or experience.
- Co-operate with investigations and resolutions of complaints.

6. Reporting Procedure

Informal Resolution:

- Wherever possible, individuals who believe they have been subjected to bullying or harassment should try to resolve the issue informally by speaking directly with the person involved.
- The formal procedure should be followed if informal resolution is inappropriate or does not resolve the issue.

Formal Resolution:

- Complaints should be submitted in writing to a supervisor, manager, or designated safeguarding officer.
- The complaint should include specific details of the incidents, including dates, times, locations, and any witnesses.

7. Investigation

- All formal complaints will be investigated thoroughly and impartially.
- An investigation will involve interviews with the complainant, the alleged perpetrator, and witnesses.
- Both parties will have the opportunity to present their version of events.

8. Resolution

- If the investigation finds that bullying or harassment has occurred, appropriate disciplinary action will be taken against the perpetrator.
- Actions may include mediation, training, warnings, suspension, or dismissal.
- Support will be offered to the victim, including counselling or other relevant assistance.

9. Confidentiality

- All complaints and investigations will be handled with the utmost confidentiality.
- Information will only be shared on a need-to-know basis to conduct a thorough investigation and resolution.

10. Monitoring and Review

- This policy will be reviewed annually by the Board of Trustees.
- The review process will consider feedback from staff, volunteers, and beneficiaries.
- The effectiveness of the policy will be monitored through incident reports and resolution outcomes.

11. Contact Information

For any queries or to report an incident, please contact:

Designated Safeguarding Officer Football Club:

Alex Seddon

Welfare@Kingswoodunited.co.uk

Designated Safeguarding Officer Rugby Club:

Mickey Hoult

Mickey.Hoult@kingswoodknights.co.uk

Trustee Responsible for Safeguarding:

Mike Corlyon

Mike.Corlyon@kingswoodsports.co.uk

Approved by:

Mike Corlyon

Chair of the Board of Trustees

Kingswood Sports CIO

This policy is intended to provide clarity and assurance to all associated with Kingswood Sports CIO that bullying and harassment will not be tolerated and that procedures exist to address such behaviour effectively.