



Offaly Rowing Club Anti-Bullying Procedure

Version	Date	Author	Changes
0	5 th January 2022	Offaly Rowing Club (using Rowing Ireland template)	New Document
Approved: <i>Brenda Ryan Chairperson 11.1.22</i>			

Offaly Rowing Club Anti-Bullying Procedures



This document provides the structure to deal with alleged incidents of bullying and should be used in conjunction with Offaly Rowing Clubs anti-bullying policy.

Parents/guardians will be informed of all incidents involving junior or vulnerable members prior to any action been taken by the club

Dealing with incidents of bullying behaviour

Offaly Rowing Club's aim in the process below is to support the person suffering the bullying behaviour and is based on Rowing Ireland's Anti-Bullying Procedures.

- Volunteers take their duty of care seriously and will be vigilant and take immediate action. If coaches/volunteers observe or become aware of an alleged bullying incident they should record details and contact the Club's Child Welfare Officer.
- The Club's Child Welfare Officer (CWO) will investigate in partnership with a second CWO, or a club official, carefully and considerately by interviewing all those concerned. The information provided will be recorded, and the CWO's will then discuss the incident with the Designated Liaison Person (DLP), and a plan of action generated.
- The action taken will be recorded.
- A date for review of the situation will be set with all those involved.

Where bullying behaviour involves an adult

The behaviour of an adult may be dealt with initially through an informal complaints process, but will be escalated to through the formal complaints process if deemed necessary. The processes are detailed in Offaly Rowing Club Complaints Procedure.

Where bullying behaviour involves young/vulnerable people only:

Where here a young person is involved the Child Welfare Officer WCO should talk with the young person and parent to find out what happened. The CWO's role is to support the young person in ensuring the matter is dealt with appropriately. An informal process is preferable to the formal process, where a resolution can be reached to the benefit of any young person involved. The processes are detailed in the Offaly Rowing Club's Complaints and Disciplinary Procedures.

If an issue has not been resolved or continues after an attempt to resolve the behaviour at the time, or a report is received after an event the information should be passed to the CWO.

Often it will require a coach or other person in charge, e.g., a team manager and the CWO to work together to resolve an issue. The CWO will need to know who is involved i.e., the person or group who have allegedly behaved in a bullying manner, the target of the behaviour and any others who may have been present at the time, i.e., the bystanders. The bullying behaviour should be assessed based on:

- Information from target of the behaviour (individual or group)

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- How long the bullying behaviour has been going on
- How often the bullying behaviour is happening

How an alleged bullying incident should be handled.

Three steps to deal with incidents of bullying are:

1. To interview the person who has been bullied and the person who has displayed bullying behaviour – separately. This must be done with parent/guardian consent, and parent/guardian present at each interview.
2. To provide support for those individuals
3. To monitor and review the situation.

When a bullying incident is reported, remember:

- Each case will be different, and the solution must be tailored to suit the problem.
- To remain impartial – do not seek to attribute blame.

Step 1

The person alleged to have been bullied:

- a. Listen to the victim's story in a calm non-judgemental way
- b. Indicate from the start that the incident is being taken seriously
- c. Inform Designated Safeguarding/Children's Officer
- d. Do not ask leading questions and not attempt to find out all facts as this may increase stress
- e. Discuss and agree how they might be supported. Involve them in achieving a constructive solution
- f. Agree acceptable targets for reaching the solution
- g. Agree a review date

The person who allegedly displayed the bullying behaviour

- a. Interview the person along with any bystanders (separately), and in the case of junior or vulnerable members, only with parental consent, and in the presence of parents/guardians.
- b. Do not disclose information sources – respect confidentiality.
- c. State that all incidents of inappropriate behaviour are taken seriously.

Step 2. Provide support for the individuals involved.

The person alleged to have been bullied

- Identify a volunteer/coach who will act a point of contact for the person
- Identify times and places of bullying and minimise opportunities by supervision
- Provide advice to the volunteer/coach on preventing bullying e.g., seating arrangements

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The person who allegedly displayed the bullying behaviour

- Communicate clear expectations of behaviour
- Communicate and act on any breach of disciplinary policies.

For the official co-ordinating this investigation

- Contact the person involved and if appropriate, a parent.
- Enlist support to ensure awareness and agreement of targets set.

Step 3 – Conduct a review meeting. (After a suitable period e.g., 3-6 weeks.)

- Interview all those involved to ascertain level of progress.
- If targets are not achieved, set new targets
- Monitor and review until targets are achieved.

Summary for immediate response

The person in charge of the group should always try to stop bullying behaviour as quickly as possible

- Children should not be forced to shake hands with each other
- If an adult is involved in the bullying behaviour this should be stopped immediately
- Parents/guardians need to be informed immediately
- CWO must be told, the CWO should not need to do anything unless bullying behaviour continues
- Reaching a solution straightaway is usually better for all young people involved.
- All those working with young people must encourage the group to follow the Codes of Conduct
- Only those involved, their parents and the CWO need to be told about what has happened; the CWO will note the behaviour, the actions and the outcome – this record will remain with the CWO.

Use of sanctions

If bullying behaviour cannot be resolved, the issue should be sent forward as a disciplinary matter through the correct process to Offaly Rowing Club's Committee.

Offaly Rowing Club Committee will deal with the matter through their Disciplinary procedures and may issue sanctions depending on their findings.

Reference Documents:

- Offaly Rowing Club Anti-Bullying Policy
- Offaly Rowing Club Complaints and Disciplinary Procedure.