



Strathendrick Pipe Band Association

Bullying and Harassment Policy

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Document Control and Revision

Rev No:	Date:	Policy:	Comment:
1	Aug 2018	Bullying and Harassment Policy	Full development of Bullying and Harassment Policy.
2	Aug 2019	Bullying and Harassment Policy	<i>** To be reviewed no later than this date **</i>

Statement of Intent

Strathendrick Pipe Band is committed to providing a caring, friendly and safe environment for all our members so they can participate in a relaxed and secure atmosphere. Bullying or harassment of any kind is unacceptable at our band and will not be tolerated at any level. If any incident(s) of bullying or harassment do occur, all members (or member's parents/guardians) should be able to inform the Band Committee and know that the incident(s) shall be dealt with promptly and effectively. We are a 'telling' and proactive organisation. This means that anyone who knows that bullying or harassment is occurring is expected to make this known to the Band Committee.

Harassment

Harassment is any unwanted physical, verbal or non-verbal conduct which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. It may be repeated behaviour, or in serious cases, may involve only a single incident. It also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

Members should note that harassment related to gender, sexual orientation, gender reassignment, race, religion or belief, age or disability is unlawful. Whether the harassment is by a band member or by a third party, both the Band and the harasser may be legally liable.

Harassment may include, for example:

- Unwanted physical conduct or "horseplay", including touching, pinching, pushing, grabbing, brushing past someone, invading their personal space, and more serious forms of physical or sexual assault;
- Unwelcome sexual advances or suggestive behaviour (which the harasser may perceive as harmless), and suggestions that sexual favours may further a career or that a refusal may hinder it;
- Lewd or suggestive comments about appearances, personal life or sexual activities;
- Continued suggestions for social activity after it has been made clear that such suggestions are unwelcome;
- Sending or displaying material that is pornographic or racist or that some people may find offensive (including e-mails, text messages, video clips, images sent by mobile phone or posted on the internet or unwanted contact via social media);
- Offensive or intimidating comments or gestures, or insensitive jokes or pranks;
- Mocking, mimicking or belittling a person's disability;
- Racist, sexist, homophobic or ageist jokes, or derogatory or stereotypical remarks about a particular ethnic or religious group or gender;
- Outing or threatening to out someone as gay or lesbian;

- Ignoring or shunning someone, for example, by deliberately excluding them from a conversation or a workplace social activity; or
- The issuing of menial or demeaning tasks simply on the grounds of someone's age or disability.

The above are examples only of what may be considered inappropriate. It must be borne in mind that it is for each individual to determine what behaviour is acceptable to them and what they consider offensive. Even if the band member's conduct is not purposefully intended to harass another band member or to make them feel uncomfortable the band member should bear in mind that it is the effect their conduct has on the other band member which is important.

Strathendrick Pipe Band will ensure that this policy is communicated to all band members and will provide information for them at regular intervals thereafter.

Bullying

Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority, but can include both personal strength and the power to coerce through fear or intimidation.

Bullying can take the form of physical, verbal and non-verbal conduct. Bullying may include, by way of example:

- Shouting at, being sarcastic towards, ridiculing or demeaning others;
- Physical or psychological threats;
- Overbearing and intimidating levels of leadership;
- Inappropriate and/or derogatory remarks about someone's playing ability;
- Abuse of authority or power by those in positions of seniority;
- Continual and undeserved criticism; or
- Deliberately excluding someone from events / functions / competitions or communications without good reason.

Strathendrick Pipe Band recognises that all band members have the right to be in an environment free from the threat of bullying and any reported instances of bullying will be treated seriously by the Band and investigated fully by the Band Committee.

Victimisation

This is less favourable treatment of someone who has complained or given information about discrimination or harassment, or supported someone else's complaint. Band members have the right to raise issues relating to discrimination or bullying in good faith and to have these matters investigated. Where a band member raises an issue in good faith, they will not suffer any detriment or victimisation by virtue of raising their complaint with the Band.

Objectives of the Policy

All committee members, instructors, playing members and parents/guardians must have an understanding of what bullying and harassment is.

All Band Committee members and instructors must know what the policy is on bullying and harassment, and follow it when any incidents of bullying/harassment is reported.

All band members and parents/guardians must know what the policy is and what they should do if bullying/harassment arises.

As an organisation, we take bullying and harassment very seriously and as such band members and parents/guardians must be assured that they will be supported when any incidents of bullying or harassment are reported.

Bullying and harassment will not be tolerated at any level and under any circumstances.

A band member (particularly a child or young person) may indicate indirectly by signs or behaviour that he or she is being bullied or harassed. Other band members and the Band Committee must be aware of these possible signs and that they must be investigated if a band member:

- States that he or she is being bullied or harassed;
- Is unwilling to go to band practices;
- Becomes withdrawn, anxious or lacking in confidence;
- Feels ill prior to band practice;
- Comes home with equipment damaged or clothes torn/ripped;
- Has possessions 'go missing';
- Asks for money or steals money (to pay a 'bully');
- Has unexplained cuts, bruises or injuries;
- Is frightened to say what is wrong; or
- Gives improbable excuses for any of the above signs/symptoms.

In more extreme cases:

- Begins stammering/stuttering;
- Cries themselves to sleep or has nightmares;
- Becomes aggressive, disruptive or unreasonable;
- Is bullying/harassing other members or siblings;
- Stops eating; or
- Attempts or threatens self-harm, suicide or running away.

These signs or behaviours may indicate other issues, however bullying or harassment should be considered as a possibility and as such, be investigated.

Informal Steps

All allegations of harassment (including harassment by a third party), bullying and victimisation will be taken seriously. They will be dealt with sensitively, thoroughly, promptly and, where necessary, in confidence.

Band members who feel that they are being harassed, or are uncomfortable about an aspect of the environment should make it clear to the harasser/bully that their behaviour is unacceptable. Strathendrick Pipe Band recognises that the band member, in some cases, may feel unable to approach the harasser/bully directly, and advice can be sought from the Band Committee on how the matter can be dealt with informally.

If you are not certain whether an incident or series of incidents amount to bullying or harassment, you should initially contact a Band Committee member informally for confidential advice.

If informal steps have not been successful or are not possible or appropriate, you should follow the formal procedure.

Formal Steps

If you wish to make a formal complaint about bullying, harassment or victimisation, you should submit it in writing to the Chairman, Pipe Major or member of the Band Committee.

Your written complaint should set out full details of the conduct in question, including the name of the harasser or bully, the nature of the harassment or bullying, the date(s) and time(s) at which it occurred, the names of any witnesses and any action that has been taken so far to attempt to stop it from occurring.

Parents will be informed promptly and will be requested to attend a meeting to discuss the complaint.

Strathendrick Pipe Band will investigate complaints in a timely and confidential manner. All parties involved in any complaint are expected to respect this need for confidentiality during the resolution of any complaints, and disciplinary action may be taken against any party who breaches this.

The investigation, where possible, will be conducted by someone with appropriate experience and no prior involvement in the complaint. The investigation will be thorough, impartial and objective, and carried out with sensitivity and due respect for the rights of all parties concerned.

As a general principle, the decision whether to progress a complaint is up to you. However, we have a duty to protect all band members and may pursue the matter independently if, in all the circumstances, we consider it appropriate to do so.

Any band member who is accused of harassment or bullying will be dealt with under the Pipe Band's disciplinary procedure. Depending on the nature of the complaint, it may be necessary to suspend the alleged harasser from all practices/engagements/competitions.

In the most severe of cases, Strathendrick Pipe Band may have a duty to contact the Police e.g. assault.

Action Following Investigation

Where a band member is found guilty of an act of harassment or bullying, he or she will be dealt with in terms of the Pipe Band's disciplinary procedure. In serious cases of harassment or bullying, the harasser may be dismissed from the band.

Where the harasser or bully is a third party, appropriate action might include putting up signs in the band hall setting out acceptable and unacceptable behaviour; speaking or writing to the person and/or their parent/guardian about their behaviour; or, in very serious cases, banning them from the premises or dismissing them from the band.

Whether or not your complaint is upheld, we will consider how best to manage the ongoing relationship between you and the alleged harasser or bully. It may be appropriate to arrange some form of mediation and/or counselling for one or both parties.

No detriment will occur against a band member who brings a complaint of harassment or bullying, unless it can be shown that the complaint was brought in bad faith or spitefully. In this case, the band member will be dealt with through the Pipe Band's disciplinary procedure.

Appeals

If you are not satisfied with the outcome you may appeal in writing to the Chairman, stating your full grounds of appeal, within one week of the date on which the decision was sent or given to you.

We will hold an appeal meeting, normally within one week of receiving your written appeal. This will be dealt with impartially by a more senior Committee Member who has not previously been involved in the case (although they may ask anyone previously involved to be present). You may bring a parent/guardian or other band member to the meeting.

We will confirm our final decision in writing, usually within one week of the appeal hearing. This is the end of the procedure and there is no further appeal.

In the case of an adult reported to be bullying or harassing a child/children under 18

It is anticipated that in most cases where the allegation is made regarding an instructor, child protection awareness training may be recommended and the instructor's position will be closely monitored. This does not affect the informal and/or formal processes described above.

In more serious cases, a referral may be made to the police, social services or following a judicial complaint's procedure.

Prevention

Strathendrick Pipe Band has a written Constitution, which includes what is acceptable and proper behaviours for all band members of which anti-bullying/harassment is one part.

All band members and parents/guardians will be asked to sign and accept the Constitution upon joining the Band.

The Chairman of the Band will raise awareness on bullying and harassment and the reasons it matters, and if issues of bullying or harassment arise, will consider meeting with the respective band member to discuss the issue openly and constructively.

Chairman..... Date.....

Secretary..... Date.....