



COMMUNITY  
SPORTS  
FOUNDATION



# ANTI-BULLYING POLICY

Date of Next Update: August 2026

## **SAFEGUARDING ANTI BULLYING POLICY**

### **Policy Purpose**

The purpose of this policy statement is to detail our commitment to safeguarding by ensuring that children or adults attending Norwich City Community Sports Foundation environments or participating in our activities are protected from the harms caused by bullying.

### **Scope**

This policy applies to all Norwich City Community Sports Foundation ("Foundation") colleagues, including those on temporary contracts, agency workers, consultants, self-employed contractors and volunteers.

Norwich City Community Sports Foundation is committed to being A Home for Everyone – an inclusive and safe environment where everyone can thrive, and all feel welcome. We will do this by embedding a culture where every individual engaged with the Foundation is treated with respect and met with positivity and compassion. We are all responsible for upholding the Foundation's values by ensuring others feel included and valued, championing equality, and challenging all forms of discrimination, increasing our knowledge to develop the confidence to do so.

We believe that together we are stronger; we celebrate diversity and will proactively work with our community to ensure everyone has a fair opportunity to participate. This way Norwich City Community Sports Foundation will build a culture to be proud of – we will build A Home for Everyone.

### **Legal Framework**

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in the UK.

The National Bullying Helpline provides summaries of the key legislation and guidance on:

<https://www.nationalbullyinghelpline.co.uk/>

### **We believe**

- Children, young people, and adults should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and adults, to keep them safe and operate in a way that protects them.

### **We recognise that**

- bullying causes real distress and affects a person's health and development
- in some instances, bullying can cause significant harm
- all children, young people and adults at risk, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, marital or pregnancy and maternal status have the right to equal protection from all types of harm or abuse
- everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

### **We will seek to prevent bullying by**

- developing a code of behaviour that sets out how everyone involved in our organisation is expected to behave, in face-to-face contact and online, and within and outside of our activities
- holding regular discussions with staff, volunteers, participants and their families or carers who use our organisation, about bullying and how to prevent it.
- providing support and training for all staff and volunteers on dealing with all forms of bullying, including prejudice-based bullying.
- Putting clear and robust anti-bullying procedures in place.

Regular discussions with staff, volunteers, children, young people, and adults at risk, their families or carers will focus on:

- colleagues' and participants responsibilities to look after one another and uphold the behaviour code.
- making sure that we can hear and understand personal perspectives.
- respecting the fact that we are all different.
- making sure that no one is isolated and without friends.
- dealing with problems in a positive and solution focused way.
- checking that our anti-bullying measures are working well.

### **Responding to Bullying**

We will make sure our response to incidents of bullying considers:

- the needs of the person being bullied.
- the needs of the person displaying bullying behaviour.
- needs of any other involved party.
- our organisation as a whole

We will take positive action where bullying is identified to reduce the risk of further harm and to promote confidence.

We will develop plans to address any incidents of bullying and review them at regular intervals, to ensure that the problem has been resolved in the long term.

More information about responding effectively to bullying is available:

- [protecting children from bullying and cyberbullying](#)
- <https://www.anncrafttrust.org/resources/what-is-cyber-bullying/>

### **Breaches of this Policy**

Bullying and harassment are not tolerated in our workplace and all staff are required to treat each other, along with our customers, suppliers, and visitors, with dignity and respect.

Breaches of this policy will be dealt with in line with the Foundation's disciplinary procedure. Serious concerns of bullying or harassment may amount to gross misconduct resulting in dismissal.

Staff who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under the Foundation's disciplinary procedure.

Anyone found to have retaliated against or victimised someone in this way will be subject to the Foundation's disciplinary procedure.

### **Responsibility and Key Contacts**

<https://www.communitysportsfoundation.org.uk/about/our-commitment-to-safeguarding/>

### **Associated Policies**

Safeguarding Children Policy  
Safeguarding Adults Policy  
Responding to and Managing Allegations Policy  
Low Level Concerns Policy  
Safeguarding behaviour code of conducts

Changes made: Removal of the terms young person and adults at risk expanded to all adults.  
Updated external Links.  
Addition of key contact link

<b>Policy Issue Date</b>	<b>August 2025</b>
<b>Date of Next Update</b>	<b>August 2026</b>

This policy supersedes any previous policies prior to its issue date.

