



Company number 16601722

Anti-Bullying and Harassment Policy

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1. Purpose

UKFP is committed to providing a respectful, inclusive, and supportive environment for everyone involved in its activities. Bullying and harassment of any kind have no place here and will not be tolerated. This policy exists to protect the dignity and wellbeing of all individuals engaged with UKFP and to promote a safe and positive culture across all venues, training camps, and programmes.

2. Scope

This policy applies to:

- Employees and administrative staff
- Contracted coaches and session leaders
- Fencers (of all ages)
- Parents, guardians, volunteers, and visitors

It covers all UKFP settings and activities, including clubs, training sessions, school programmes, camps, competitions, and all digital platforms and online communications.

3. Definitions

Bullying

Bullying is offensive, intimidating, malicious, or insulting behaviour that undermines, humiliates, or injures another person. It may be repeated or a one-off incident and can occur in person or online. Examples include name-calling, deliberate exclusion, spreading rumours, or intimidating conduct.

Harassment

Harassment is any unwanted behaviour that violates a person's dignity or creates an intimidating, hostile, degrading, or offensive environment. This includes conduct related to protected characteristics under the **Equality Act 2010**, such as age, disability, race, sex, gender reassignment, religion, or sexual orientation. Examples include inappropriate jokes, derogatory remarks, or unwelcome physical contact.

4. Responsibilities

All Individuals

- Treat others with dignity and respect
- Avoid engaging in, or condoning, bullying or harassment
- Report concerns promptly to a coach, supervisor, or director

UKFP Coaches and Managers

- Promote a positive culture and lead by example
- Take all complaints seriously and act promptly
- Ensure the safety and wellbeing of those involved
- Maintain confidentiality wherever possible, disclosing information only on a need-to-know basis

5. Reporting Concerns

Individuals can report concerns in the following ways:

- **Informal resolution:** Where appropriate, concerns may be raised directly with the individual, or through a coach or manager.
- **Formal complaint:** Written complaints should be submitted to the Managing Director, whose contact details are available on the UKFP website.

Safeguarding concerns must be directed immediately to the Designated Safeguarding Officer, whose contact information is available in the Safeguarding Policy and at all UKFP venues.

All complaints will be treated seriously and investigated promptly. Confidentiality will be maintained to the extent possible.

6. Consequences of Breach

Individuals found to have engaged in bullying or harassment may face:

- Verbal or written warnings
- Suspension or removal from UKFP activities
- Termination of contract or employment
- Permanent exclusion from UKFP venues or events

Sanctions will be applied fairly and proportionately, in accordance with the UKFP Disciplinary Procedure.

7. Protection from Victimisation

UKFP will not tolerate any form of retaliation or victimisation against an individual who raises a concern in good faith. False or malicious complaints may, however, be subject to disciplinary action.

8. Training and Communication

This policy will be included in the induction training for all new staff and contracted coaches. It will also be communicated to all members, parents, and volunteers through the UKFP website and staff handbook. All coaches and managers will receive training to effectively manage and respond to concerns.

9. Links to Related Policies

- Code of Conduct
- Grievance Procedure
- Disciplinary Procedure
- Safeguarding Policy

10. Monitoring and Review

This policy is reviewed annually, or following any serious incident, to ensure its effectiveness and compliance with current UK legislation.