



Bullying Prevention and Response Policy

Updated September 2023

Wellington Figure Skating Club Incorporated, hereinafter referred to as WFSC, refers to the Club and any Club activities, and to the skate school that operates as part of the Club.

Rationale or Purpose

WFSC seeks to take all reasonable steps to develop high standards of behaviour and to foster and develop a safe, positive physical and emotional environment that creates a climate of trust. Members, Students, Coaches, Committee, Parents and Whānau share the responsibility for making WFSC a respectful and inclusive environment.

Policy Statement

We are committed to ensuring that WFSC provides an environment free from bullying behaviours. All members of our community – Members, Students, Coaches, Committee, Parents and Whānau should have an understanding of what bullying is; and know what to do when bullying does occur.

Definition

Bullying behaviour is not an individual action. Our WFSC community agrees that:

- Bullying is deliberate
- Bullying involves a power imbalance
- Bullying has an element of repetition
- Bullying is harmful.

Bullying behaviours can be physical, verbal, or social, and can take place in the physical world or digitally.

Bullying is not an individual action. It involves up to three parties; initiators (those doing the bullying), targets (those being bullied) and often bystanders (those who witness the bullying).

Bullying Prevention

We recognise that real change happens when Members, Students, Coaches, Committee, Parents and Whānau and other members of the community share responsibility for making WFSC a respectful and inclusive environment. We will:

- Regularly survey the WFSC community
- Identify areas for improvement through the survey findings and develop a bullying prevention action plan
- Regularly promote our expectations and successes in preventing bullying (eg, in newsletters and social media, reports to the Committee)
- Establish our Bullying Prevention Team to take responsibility for bullying prevention (this may include Members, Students, Coaches, Committee, Parents and Whānau)

Bullying Response, for when bullying occurs

We recognise the importance of consistently responding to all incidents of bullying that have been reported and ensuring that planned interventions are used to respond to these incidents and support all involved. We will support anyone who has been affected by, engaged in or witnessed bullying behaviour.

- All reported incidents of bullying will be taken seriously and followed up as appropriate
- An appropriate adult will support the affected students/members by: reassuring that they have done the right thing in reporting the incident
 - using the assessment matrix at Bullying Free New Zealand, record a description of what happened and assess the level of severity
<https://bullyingfree.nz/bullying-assessment-matrix/>
 - using the quick reference guide, responding to bullying incidents to activate the response and action needed
- We will involve parents and whānau as early as possible and as appropriate
- All more serious incidents will be escalated to senior management and we will seek advice and involvement from outside agencies
- We will provide appropriate support for targets, bystanders and initiators of bullying behaviour
- We will regularly monitor all incidents of bullying and identify patterns of behaviour.

Raising Awareness

We recognise the importance of good communication between home and WFSC to promote consistent messages and to ensure that any reported bullying can be recognised and responded to effectively. We will regularly raise the awareness of our community's approach to bullying and celebrate our positive culture.

Our interaction with our wider community will include newsletters, and information (including the policy) on the WFSC website.

Evaluation and Review

We will review and revise this policy annually to ensure that WFSC's bullying prevention practices are recognised and celebrated. This will include an annual meeting to monitor, review and modify the policy and action plan (to reflect changes with the Club, survey findings, incident reviews). We will regularly gather data from the WFSC community and report on the effectiveness of this policy and WFSC's commitment to bullying prevention and response.