



## **BEING BULLIED? SOME ADVICE FOR MEMBERS**

Report the incident immediately to your site committee?

Explain exactly what took place, where and when it happened, were there any witnesses to the allegation? Put everything in writing.

Ask the witnesses if they are prepared to make a written statement explaining what they saw? Ask them to do this straight away and report it to your site committee.

If the bullying becomes intimidating and threatening dial 101 immediately and report it to the Police. Get the Incident Number and report this and any other details to your site committee.

EVERY member of an allotment site is responsible for their safety and the safety of others. This includes bullying behaviour, intimidation or harassment please refer to Bylaw 24 of the UAGS Rule Book.

## **ADVICE FOR COMMITTEES**

Display Anti Bullying posters on gates and noticeboards there are plenty to be found on the internet or design your own.

Regularly advise and remind all members new and old that your site has a zero tolerance policy regarding bullying and harassment and what to do if this should occur.

Speak to the alleged bully, invite them to a meeting with members of the Committee, sit down with them and discuss both yours and the members concerns.

Are there any underlying problems?

Agree a way forward, set clear and achievable goals with the member

Take Minutes of the meeting

Put everything discussed in writing to the member, send it recorded delivery, reminding them of Bylaw 24.

## **Things to Remember**

- Update UAGS of any ongoing issues
- Ensure, where applicable serious incidents are reported to the Police
- Keep updated on any actions taken by the Police
- Take full witness statements (remember not everyone will have done one before so explain what information you require)
- The purpose for requesting written statements is to ensure you are gathering the evidence to decide if there is a case to answer. If you allow this to be given verbally then it will be hard to use as admissible evidence unless they sign it.
- Keep a diary and full record of all incidents
- Don't be caught out and try to bring previous issues up , you may feel they are connected but if there was no complaint then they should not form part of the current case