

VHPRC Discipline & Appeals Procedure (Version1)

1.0 Scope: This procedure covers any complaints, concerns or allegations made against VHPRC members or any complaints received as the result of our activities.

2.0 Context: All matters shall be dealt with under section 10 in the VHPRC constitution.

Section 10. Discipline and appeals

- a. *All concerns, allegations or reports of poor practice/abuse relating to the welfare of children, young people and vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with the **safeguarding policy and procedures of the Club** which shall be approved yearly. The Club Welfare Officer (CWO) is the lead contact for all members in the event of any safeguarding concerns.*
- b. *All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.*
- c. *The committee will meet to hear complaints within [21] days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.*
- d. *The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.*
- e. *There will be the right of appeal to the committee following disciplinary action being announced. The committee should consider the appeal within [30] days of the Secretary receiving the appeal.*

Please note

1. Copies of any correspondence, evidence, emails, witness statements or records of conversations must be provided by the complainant in order that a fair and transparent investigation can take place. This should be received within 7 days of the initial complaint. If these are not made available then the complaint cannot be upheld and should be withdrawn
2. The complainant may be contacted as part of the investigation to seek further clarification if required and they must respond in a timely manner. Whilst the name of the complainant may be kept confidential this is not guaranteed. It should be noted that in the process of the investigation the name of the complainant or details of the complaint may be divulged to others where they are considered essential to the investigation process.
3. If the complaint involves a committee member, that member will be asked to step away from the committee meeting whilst the complaint is discussed and any actions agreed.