**Club Procedures**

**The procedures below are regarding any concerns relating to bullying, inequality or any inappropriate conduct.**

**Please note there are separate procedures available for the reporting of child protection incidents which can be found here:** <https://www.garscubeharriers.org.uk/child-protection-policy/>

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| **Reporting Concerns Procedures** | |
| **Policy available** | Club has adopted SAL specific policies on each of these areas which are available to view on the club website.  Equality  Anti-Bullying  Sexual Activity and Grooming  Child Protection and wellbeing    <https://www.garscubeharriers.org.uk/our-policies/> |
| **Who can report a concern?** | Anyone who feels they have experienced an incident or witnessed a situation within a club setting that is of concern. |
| **How should it be reported?** | If possible in person and failing that a written account or telephone call, giving consideration to confidentiality of all concerned parties and GDPR.  Written accounts MUST be factual and not based in opinion. |
| **What facts should be reported?** | * Location of incident * Date and time * Who was present and overheard/witnessed * What happened |
| **Who should it be reported to?** | If the concern is in relation to a junior athlete it should be reported to the Lead Coach for the relevant section. If you are not comfortable in reporting to the Lead Coach then this should be directly to the Welfare Officer.  If it regards a senior athlete please report to the Lead Coach for seniors and failing that the Welfare Officer.  Contact details of all relevant parties are given at the end of this procedure. |
| **How will this be managed?** | A reporting a concern form should be completed by the person the incident is reported to (Lead Coach, relevant junior coach or Welfare Officer).  The report form should be submitted to the President or another trustee if appropriate within 24 hours of the concern being reported.  The President or a designated trustee of the club will lead the investigation and may call on suitably qualified individuals to assist with this. The investigation will be conducted impartially, confidentially, and without avoidable delay. Any person against whom a complaint has been made will be informed of what is alleged and given the opportunity to present their side of the matter. |
| **How will the outcome be communicated?** | The outcome of the investigation will be notified to the parties in writing and reported to the Board of trustees. If the investigation reveals unacceptable behaviour on the part of an individual member, the Board may impose sanctions on that person in line with the club constitution. Sanctions may range from a written reminder concerning future conduct up to and including temporary or permanent expulsion from the club. In deciding what sanction is appropriate in a particular case the Board will consider the severity of the matter and take account of any mitigating circumstances. |

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| **Name** | Alex Chalmers | Mairi Lathan | Isobel Martin | Debs Shipton |
| **Position** | Lead Coach – Junior Endurance | Lead Coach – Junior Development | Lead Coach - Seniors | Welfare Officer |
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