

BBC Disciplinary Guidance

Aims

To manage Members' behaviour where it compromises safety, the welfare of individuals or effective management of the club.

Principles

Planned, witnessed conversations and written, agreed records help keep the process calm and clear. It is vital that the Officer conducting the disciplinary process acts with the backing of the Welfare Officer and Chair and where necessary, the whole Board of Trustees. Members' privacy should be respected and information about individuals shared in consultation with them and only with people who need to know. Club Members' confidence in the process needs to be maintained.

Should an adult wish to make an allegation to the Police, the Club's actions must not prejudice the outcome and the Chair will support that person in an appropriate manner.

- 1. With a neutral witness, verbally advise the subject that there is a complaint:**
 - emphasise that at this stage, this is an allegation only
 - tell them what the complaint is
 - tell them who needs to know

- 2. Take immediate preventative action to protect all parties:**
 - in Child Protection cases, the welfare of the child is paramount
 - consider if Social Services or Emergency Services need to be called
 - advise parties of support available eg appointed Committee member, British Canoeing
 - advise all parties on who they may discuss the matter with

- 3. Interview the subject:**
 - does he/she accept that the event took place per the information above?
 - what is his/her version?
 - to what degree does it differ? (substantially or in detail?)
 - does the subject believe the allegation was made in good faith?
 - tell them if you are to consider interviewing witnesses

- 4. Information find if necessary:**
 - were there any witnesses to the event?
 - are there different versions of event?

- 5. Take Action if this is appropriate and options include:**
 - advise as to future conduct
 - suggest training
 - suspension / terminate membership
 - written action plan
 - Report to British Canoeing
 - Restrict activity

- 6. If the subject refuses to accept the process, the findings or abide by the Actions:**
 - write to them explaining the club's position and the action to be taken
 - specify time limits and consequences of non response
 - advise them that they have the right to appeal to the British Canoeing

- 7. Review the process:**
 - what about the actions (or not) of other parties
 - does anyone else need to be retrained/disciplined etc
 - alteration to management processes

Written November 2011, reviewed December 2013 reviewed by Trustees May 2015

Bradford and Bingley Canoe Club is a Registered Charity number 1160779

Bradford and Bingley Canoe Club

Date:

Time started:

Record of Conversation held between:

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Points:

Time finished:

This is a correct record of the conversation (sign):

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