



## FAW Safeguarding Complaints & Disciplinary Procedure

# Are you onside?

(If you feel that you have suffered discrimination or that a club Rule, Policy or Code of Conduct has been breached, the following should guide you with regards to the next steps.)

### **How do I submit a complaint?**

- If you have a safeguarding concern, please submit this in writing to your Club Safeguarding Officer & the Committee.

### **What should I include in my complaint?**

- What, when and where it took place
- Any witnesses and the relevant contact details
- If any former complaints have been made and to whom they were made
- Expectations as to your preferred solution for the matter

### **What should happen?**

- The Club should request any necessary further information in writing
- The Club should then offer parties the chance to attend a Personal Hearing and appoint a Panel for this
- The Panel could reach a variety of outcomes, including but not limited to:
  - o No further action
  - o Order to complete further training
  - o Verbal warning
  - o Written warning
  - o Exclusion from a prescribed number of matches
  - o Exclusion from a prescribed number of training sessions
  - o Removal from team for a prescribed time
  - o Refusal of re-registration

### **Following the decision:**

- The decision of the Club should be communicated in writing to all relevant parties within \_\_\_\_ days of the conclusion of the investigation.
- Parties should be offered the Right of Appeal to the decision, in writing, to the junior league within \_\_\_\_ days as of the date of the decision.

**PLEASE NOTE that to undertake an effective investigation, it may be necessary to suspend or place restrictions upon an individual's involvement. This is not an assumption of guilt.**

### **CSO Contact Details:**

Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Tel no: \_\_\_\_\_

If you are unsure of the Rules & Regulations, please contact your Area Association for further advice & guidance.