



Gateway Wheelers

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ALLEGATIONS AGAINST A MEMBER OF STAFF OR VOLUNTEER

Procedures to be followed by all volunteers and staff:

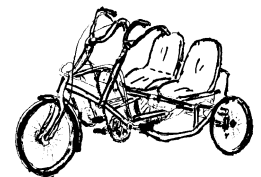
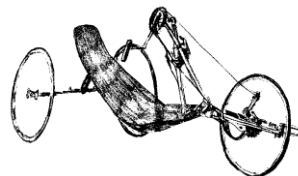
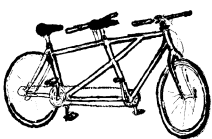
If any member of volunteer/staff is made aware of an allegation they must inform a person authorised to undertake the investigation within two hours of the allegation being made.

Those authorised to undertake the investigation are the Club Leaders and Development Officer.

In their absence, or if the allegation is against the either the Club Leader or Development Officer, the allegation will be handled by the President or the Chairperson of the organisation.

- The person handling the allegation will inform the Duty and Assessment Team and contact Ofsted (Telephone 0845 6014772) to let them know that a complaint has been made. They will ask for immediate advice and request a visit within 24 hours.
- The person handling the allegation will inform the member of staff/volunteer against whom the allegation has been made that there has been an allegation lodged against them. They will discuss the situation and get as much information as possible. Every effort will be made to remove the member of staff to protect the member of staff and the riders. They will be informed that they have to be suspended immediately until the investigation is completed and that if the allegations are proved it could lead to instant dismissal.
- The member of staff/volunteer will be:
 - Told where they can get support, e.g. Union
 - Offered counseling
 - Given names and telephone numbers where they can access help
- The person handling the allegation will inform the parents/carers/guardians of the riders involved that an allegation has been made. They will re-assure the parents/carers/guardians that the matter is being taken very seriously, and will show them a copy of the procedures. They will ask them to keep it confidential while the investigation takes place and they will be assured that they will be kept up-to-date with proceedings and that contact will be made with them within 48 hours.
- The person handling the investigation will make a written report.
- The staff/volunteer team will be told that the allegation is confidential and that under no circumstances must they divulge any details of the allegation or identify the rider involved to anyone.

Policy issued in April 07 To be re-vised in April 08



Registered Charity Number: 1084149
www.gatewaywheelers.org.uk

