



Frenchay After Burns Children's Club.

Registered Charity Number 1105104.

# Disciplinary Policy

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<b>Version</b>	1.1
<b>Title</b>	Disciplinary Policy
<b>Approved by</b>	FAB Exec Committee
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## Disciplinary Procedure Volunteers

**In the interest of FAB Club, it is important that satisfactory standards of conduct are maintained.**

A disciplinary procedure is necessary to clarify the rights and responsibilities of all volunteers to achieve fairness and uniformity of treatment.

No disciplinary action will be taken until the matter has been fully investigated. Upon completion of such an investigation it will be decided if formal action is warranted.

Disciplinary action may be necessary for any breaches in policy or procedures or any conduct that may be detrimental to the harmonious running of FAB Club or to its reputation.

All Volunteers of FAB Club will sign annually that they have read and agree to abide by all policies and procedures.

All policies and procedures are available on the FAB Club website or as a hard copy (by request).

FAB Club reserves the right to suspend a volunteer to facilitate an investigation. A member of the current Executive Committee only, can invoke a suspension. It should be noted that such a suspension is



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a precautionary measure and does not constitute disciplinary action; this is to protect all parties involved.

Following any allegations the following actions must take place -

- A meeting of the Executive Committee (minimum of the corium) will meet within 2 weeks of the allegation being made, to discuss the matter.
- The volunteer involved will then be invited to attend a meeting to discuss the allegation; they are entitled to be accompanied by a companion.
- Following the meeting the Executive Committee will decide as to what action, if any, is required and the decision will be communicated in writing.
- If the alleged person chooses to appeal against the decision, an executive member who was not involved in the initial investigation will be appointed to lead the appeal.
- An appeal must be made in writing within 7 days of the letter to the appointed person.

## **Serious and Gross Misconduct**

Following an allegation of serious or gross misconduct immediate suspension from activities within the FAB Club will be enforced. Examples of such serious and gross misconduct include –

- Breaches of health and safety rules. Failure to carry out reasonable instruction.
- Threatening violence or abuse to children, visitors or volunteers and instructors
- Theft or fraud
- Being under the influence of drink or drugs
- Deliberate damage to any equipment or facilities
- Failure to declare a caution, reprimand, final written warning, or conviction.
- Behaviour considered not being in the best interest of the FAB Club, its volunteers and members.
- Please note the above is not an exhaustive list, but is meant to indicate the type of behaviour that could be described as serious or gross misconduct.