ISSUE REPORTING

DISCIPLINE / INCIDENT /ACCIDENT / COMPLAINT /GRIEVANCE

COMBINED PROCEDURES

The Scottish Swimming Document 'Wellbeing and Protection Policy; Children and Young People' offers guidelines on best practices to clubs undertaking a range of management activities including disciplinary hearings. Wherever possible, these guidelines will be taken into account to inform DCA processes, though it is acknowledged that this may not always be possible, circumstance dependent. All club activity is however undertaken with the backdrop of this overarching document.

REPORTING AN ISSUE

In the event of any DISCIPLINE /INCIDENT / ACCIDENT /COMPLAINT / GRIEVANCE (Hereinafter referred to as an 'issue' unless denoted otherwise) involving any swimmer / coach / volunteer/ parent or any person with club connections either as a VICTIM or PERPETRATOR, it must be raised in the first instance with the relevant coach who, where possible, will make efforts to address the issue informally. If successfully addressed, details of the issue should be retrospectively passed to the Child and Wellbeing officer on an INCIDENT FORM to ensure accurate records can be maintained. If the incident is not satisfactorily addressed, the issue must be raised in writing on the DCA recognised INCIDENT FORM which can be located on the DCA website under DCA/ Governance. This must be completed by the most appropriate individual with the most information dependent on the circumstances – the coach, the victim etc

SUBMITTING A REPORT OF AN ISSUE

This form must be forwarded to the Club President (or WPO in relevant circumstances) to identify the most relevant person to examine the issue.

EXAMINATION OF THE ISSUE

On receipt of a report, certain circumstances may warrant immediate remedial action. This may include temporary suspension of individuals/s from the environment. Any requirement to undertake remedial action of this nature will be carried out by the person nominated to undertake the enquiry in consultation with the President or their nominee. Any temporary action of this nature must be communicated in writing (includes email) by the President or their nominee to the parties involved and must include brief rationale for the action taken.

The issue will then be examined / investigated, through interview / discussion / explanation / apology etc . Any internal enquires undertaken will be conducted with due regard to the guidance published within the Scottish Swimming , Wellbeing and Protection Policy and associated guidance, Complaints and Discipline process sections as referred to above.

The matter may be concluded in its entirety at this stage OR it may be determined by the president that disciplinary proceedings or reference to a Complaints / Discipline subcommittee is required.

POTENTIALLY CRIMINAL ALLEGATIONS

In the event of any criminal allegation, the matter will be immediately referred to the police and internal enquiries will cease pending the outcome of any police enquiry.

On conclusion of police enquiries the President may declare that a disciplinary process is required either to allow further internal investigation or to consider any sanction /punishment against any child / adult as appropriate.

DISCIPLINARY / COMPLIANTS PROCEEDINGS

On completion of any enquiries, the President will convene a discipline / complaint's committee. The committee will consist of a chair, usually the president, and two other club members. No Representatives on this group will have a personal interest in the subject t /s of the enquiry. It may be relevant, in certain circumstances to allow persons involved in an issue to be present at a meeting of this nature to present their own position. This will be taken on a case by case basis.

Notes will be taken of the meeting

The decisions of the committee will in general range between no action / probationary period following verbal or written warning with identified behavioural targets / action plan / suspension / total exclusion or any combination of these sanctions.

The outcome of the meeting will be communicated in writing to the subjects concerned (complainant / or subject) and any other relevant person e.g coach, who may be required to oversee an element of the action required.

APPEAL TO ANY SUSPENSION OR EXCLUSION DECISION

Any appeal to a decision to suspend or exclude ANY INDIVUAL must be made in writing to the President along with supporting information within 14 days of the receipt of the decision being imposed.

On receipt of any appeal, the President will respond in writing as soon as is reasonably possible. The President will consider the appeal and take appropriate action, this may involve reinforcing the original decision or reconvening the committee to reconsider the original decision made against the presentation of the argument afforded by the appellant.

Any unresolved issues can be taken to Scottish swimming and their grievance procedure followed. Please note, this will be at the individual's expense.

The outcome of all reportable incidents will be supplied to Scottish Swimming and / or any other body (eg Social Services etc) when it is deemed relevant.

At any point, any relevant external organisation may be contacted for advice, guidance or referral purposes.

RECORDING OF ISSUES AND THEIR PROGRESS / OUTCOME

Records will be maintained by the WPO of all issues reported, the action taken and their conclusion.