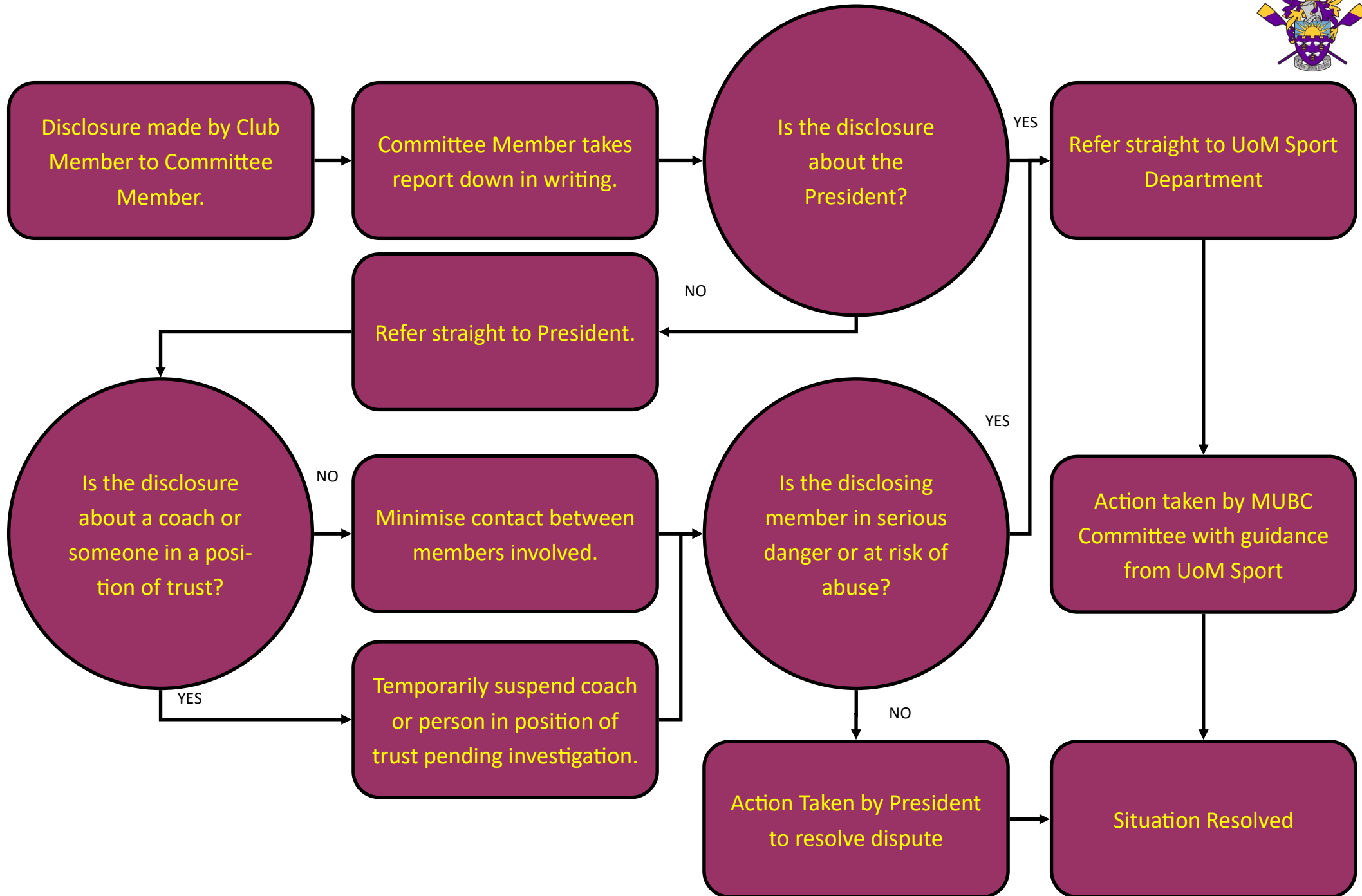


Manchester University Boat Club Disclosures and Allegations Procedure



Guidance for Committee Members



Your Responsibilities

- To look out for the welfare of every club member, regardless of your position. If you see something that is not right, please take appropriate measures.
- To listen to club members concerns and treat them fairly and seriously, do not let personal relationships between anyone involved get in the way of concerns.
- If a disclosure is made to you, take it down in writing as soon as possible and follow the procedure on the flow chart.
- You are **not** to investigate your own suspicions, if a disclosure has not been made to you, do not act on it. If you see unacceptable behaviour or abuse, report it using the procedures above.
- If the concerns are not club matters (i.e. struggling with university work), you are free to exercise your own judgement, but please look out for their welfare and point them in the direction of people who can help (e.g. Wellbeing Officer, University Support).

When a Club Member makes a disclosure/allegation against someone in or involved with the Club.

- Remind them that whatever they say **cannot** be kept private **before** you begin to take a statement. However, let them know that the only people who need to be told will be told.
- Explain that you need to take a statement from them, in writing. This can be done on a personal device, but should be as accurate as possible and must not be edited in any way by the club committee member taking the statement.
- Ask them to tell you what has happened, be open but **do not** make judgements or ask leading questions. Write down what they have told you and **only** what they have told you.
- When they are finished, read it back to them and get them to sign off on it. If you have taken it down on a personal device then print it off and get them to sign it as soon as is feasible.
- Point them towards the Wellbeing Officer, the Participation Officers and University Support for additional support and guidance.
- Once this has been done, follow the procedure outlined in the flow chart. **Do not under any circumstances** inform any other members of the club, including the committee about what has gone on without the approval of the President.