

Seals disciplinary policy:

The following policy is designed to deal with significant behavioural difficulties from either Seals volunteers or Seals members. This is NOT the same as gentle behavioural reminders about appropriate behaviour given on poolside. Please note though, where 'gentle reminders' have not proved effective it may still be necessary to invoke the following disciplinary procedure as a next stage in the process.

Where a volunteer or member's behaviour is deemed inappropriate by the Seals Management Committee but does not* present an immediate danger in terms of safeguarding to our members, the public, or volunteers, the following process should be followed:

1. A verbal warning should be issued by a member of the management committee and that warning recorded in management meeting minutes. The warning should indicate the offending behaviour and how this behaviour needs to be modified in order to continue in role as a volunteer/member. Suggested time frame in most instances should be 4 weeks but this is at discretion of the management committee.
2. If the offending behaviour does not improve within the provided time a written warning should be issued detailed as above and recording the date of the initial verbal warning. A suggested time frame in this instance should be 2 weeks but this is again at the discretion of the management committee.
3. If the offending behaviour has not been changed after the provided time frame the individual should be dismissed from post/declined opportunity for further attendance at Seals. A written confirmation of this dismissal/barring should be issued to the individual concerned.

Please note - the management committee may choose to meet with the individual concerned directly at any time during this process. Where this happens there should be at least two members of the management committee in attendance. The individual concerned should also be given the opportunity of bringing their own support to any such meeting.

* NB. If the management committee feels that the behaviour under question presents any risk to the public, our members, or our volunteers, the individual concerned should be barred from attending Seals whilst the matter is under review. In such cases the disciplinary procedure can be accelerated in the interests of safeguarding BUT in such circumstances the individual concerned should be given proper opportunity to provide their own input as appropriate.