



**NETBALL
SCOTLAND**

**WELLBEING & PROTECTION PANEL
PROCEDURES HEARING DOCUMENTS**

WELLBEING & PROTECTION PANEL PROCEDURES HEARING DOCUMENTS TO BE ISSUED AS APPROPRIATE

DOCUMENT

W&P 1: HEARING PAPERS AND LETTERS TO BE ISSUED

W&P 2: GUIDANCE PANEL HEARING PROCEDURES

W&P 3: GUIDANCE FOR THE RESPONDENT

W&P 4: GUIDANCE FOR WITNESSES

W&P 5: POSSIBLE OUTCOMES/SANCTIONS

W&P 6: APPEALS PROCEDURE

APPENDIX

APPENDIX 1 - NS FLOWCHART OF NS FIRST ACTIONS

APPENDIX 2 - WITNESS STATEMENTS - PANEL FORM

APPENDIX 3 - PANEL HEARING DECISION(S)/RECOMMENDATIONS FORM

APPENDIX 4 - ADAPTING COMPLAINTS & DISCIPLINARY PROCESS FOR U18S

APPENDIX 5 - LETTER TO THE RESPONDENT TEMPLATE

SENT/ISSUED TO

AS APPROPRIATE

PANEL MEMBERS ONLY

NS MEMBER UNDER INVESTIGATION ONLY

WITNESSES & NS MEMBER UNDER INVESTIGATION ONLY

NS SENIOR MANAGEMENT

APPEALS COMMITTEE & NS MEMBER APPEALING

SENT/ISSUED TO

PANEL MEMBERS ONLY

PANEL MEMBERS ONLY

PANEL MEMBERS & NS CEO ONLY

PANEL MEMBERS/NS MEMBER UNDER INVESTIGATION/APPEAL WITNESSES/APPEALS COMMITTEE

NS WPO, PANEL MEMBERS, RESPONDENT

NETBALL SCOTLAND – WELLBEING AND PROTECTION HEARING PROCEDURES

BEFORE THE HEARING

- All documents relating to the hearing case files and any the respondent seeks to rely on must be lodged 2 weeks in advance of the hearing
- The Netball Scotland allocated staff member, normally NS WPO as part of supporting the panel preparation process, should lodge a document outlining what, if any, points are agreed /disagreed upon 1 weeks in advance of the hearing

WHO IS PRESENT AT THE HEARING?

- The Wellbeing & Protection Panel (3 members, one of whom will chair the hearing)
- The Individual called to attend the hearing (hereinafter referred to as “the respondent”) and any person someone providing them with support. A legal representative may attend in the support position but will be required to act in accordance with the role of support and may not speak on behalf of the Respondent in this process
- Netball Scotland’s Wellbeing & Protection Officer (WPO)
- When appropriate any witnesses attending

FORMAT OF THE HEARING

- Hearings will not normally be recorded in any format other than in written form. Panel members can also take notes during the hearing
- At the commencement of the hearing the Panel Chair will deal with any preliminary issues which might include:-
 - Any party seeking a postponement because of a lack of availability of a witness on that day
 - Any party seeking a postponement due to the late lodging of documentation either party seeks to rely on
- The Wellbeing & Protection Panel will discuss any request for postponement and will adjourn briefly if necessary, to consider this
- The panel may consider it reasonable to allow the hearing to proceed and a further continued hearing date to be assigned to allow, for example, for a witness who is unavailable to attend that day to attend on another date and give their evidence
- Once any preliminary issues have been resolved then the WPO will present the case files. The WPO will call any witnesses or read out any witness statements as appropriate. The Wellbeing & Protection Panel will have the opportunity to ask a witness questions

- The Respondent will then present their case following the same format
- The Wellbeing & Protection Panel will have the opportunity to ask both the Respondent and any witness to the Respondent's case questions
- The Wellbeing & Protection Panel will then come to a decision
- The Wellbeing & Protection Panel are entitled to have a short adjournment to consider and discuss their decision. The Chair will then convey their decision and recommendations to Netball Scotland
- The panel decision will be communicated within 14 days
- Each party will have 14 days from the date they receive the decision to appeal the decision. Any appeal must be sent in writing to CEO of Netball Scotland

GUIDANCE FOR THE RESPONDENT CALLED TO ATTEND A WELLBEING & PROTECTION PANEL HEARING

Netball Scotland (NS) appreciates that attending a hearing may be a worrying experience, and we believe you will find it easier to deal with the experience if you have clear information about the process and what might happen.

The Wellbeing & Protection Panel have been approved and appointed by the NS Board as being appropriately experienced qualified adults to conduct investigations and hearings with regards to any complaints received by Netball Scotland from their membership in relation to this area of the organisation's business.

A Wellbeing & Protection Panel Hearing is a formal process. What does this mean? The hearing will process the consideration of any allegations about the potential breach of a rule, code or provision as set out in **Netball Scotland's Wellbeing & Protection Policy** as well as any other relevant Netball Scotland policies and guidelines. E.g. Code of Conduct or the Anti-Bullying policy etc.

The process seeks to provide a right to a fair hearing without bias and therefore the Respondent has the right to be:

- Notified of the allegations they face
- Be given the opportunity to respond to the allegations
- Be confident that the hearing will listen and determine the matter in good faith

WHERE WILL THE HEARING BE HELD?

Wellbeing & Protection Panel hearings will be normally held at the Netball Scotland offices, Emirates Arena, 1000 London Rd, Glasgow, G40 3HG, although they can take place in different locations if we think it is better to do so.

ABOUT THE WELLBEING & PROTECTION PANEL

- **The Wellbeing & Protection Panel** has 5 members who will work in a rotational basis thus avoiding any conflict of interest issues should they arise.
- **The Hearing Panel** consists of 3 panel members including an appointed chair who will lead the proceedings. They are the decision makers.
- **Case Reviews:** The remaining 2 panel members will regularly review cases once resolved. This is to ensure panel members can regularly evaluate their own performance. This does not replace any Appeals Procedure in any way.

THE WELLBEING & PROTECTION OFFICER FOR NETBALL SCOTLAND (WPO)

Will present the casefiles on behalf of NS to the panel hearing – this does not mean that Netball Scotland are against you. Netball Scotland will have received a concern or complaint, therefore are obliged to take forward any concerns or complaints that arise in many different ways; either because of concerns that are reported to NS or concerns that NS independently becomes aware of. As a presenter, the WPO will put the materials before the Wellbeing & Protection Panel Hearing for a decision.

PAPERWORK

Papers will be circulated in advance. The panel will have read all the evidence provided as a result of the investigation, prior to the hearing. Therefore, it is important for you to provide us with any papers in your defense. You need to lodge these papers, at least 2 weeks before the hearing at the Netball Scotland offices at the Emirates Arena, Glasgow, to allow them to be properly considered.

HOW DO I PREPARE FOR A HEARING?

- Read the letter of notification to appear at the WP Panel hearing. Pay careful attention to any steps that must be taken BEFORE the hearing. This requires you to notify the panel chair of any witnesses you would like to bring, and provide any evidence you wish to rely upon, prior to the hearing
- Read any NS policies or documents referenced in the letter EG Wellbeing & Protection Policy document; a copy or link to relevant policies/procedures will be included with your notification letter
- You will be provided with copies of all the evidence, which will be relied upon, prior to the hearing. Please make sure you bring this with you.
- Try to anticipate what kinds of questions you may be asked in regard to the matter and your possible answers to these questions. Also write down key questions you would ask of any other witnesses in the matter.
- It could be worthwhile writing your version of the facts and determining your argument ahead of time. You could also ask a friend or colleague to give you feedback on your presentation of the facts as you see them. This will make you feel less nervous and help you state your case more clearly when it comes to the hearing.

CAN I HAVE LEGAL REPRESENTATION?

Any person, club or other party in respect of whom a complaint is made may be supported by a legal representative at any WP Panel hearing as well as any subsequent appeal hearings.

ATTENDANCE

If you choose not to attend, the Chair will typically ask for evidence from Netball Scotland, usually from the NS WPO to ensure that you have been properly notified of the hearing. If you have been notified properly and you are not in attendance the hearing may proceed in your absence.

CHANGE OF CIRCUMSTANCES

If there are any changes of circumstances before the hearing commences you must inform the Panel Chair. Likewise, if there is a change of circumstances during the hearing you must also notify the Panel Chair immediately.

WHAT HAPPENS AT A HEARING?

The Chair will be able to explain procedural questions and points should you need any clarification. The Panel Chair will introduce themselves and the other members of the panel in addition to any other persons in the room. You will also be reminded of the purpose of the hearing

Note: To enable the Panel Chair to estimate the time required for your hearing you must provide the names of all witnesses you plan to call **prior to the hearing.**

PRESENTING THE CASE

The Panel will have already had the case files presented to them, normally by the NS WPO and heard from any witnesses connected to the complaint/concern.

The Panel Chair will confirm to you the details of the case being presented by reading out the complaint or concern referencing which of the NS polices have been breached. The Panel Chair will then ask you, whether you accept or dispute all or part of the complaint(s) before asking you, and any witnesses, questions.

How should I behave at a hearing?

Always remember that it is the Panel Hearing Chair's role to manage the hearing. The hearing process will be explained to you by the Chair at the start of the hearing.

- It is important that you arrive early for your hearing to allow time for any travel delays. Please attend at least 15 minutes in advance and ask for the Netball Scotland WPO.
- It is in your best interests that everyone remains courteous at all times – both to the panel and all other parties. The purpose of the hearing is to resolve any complaints in the interests of the individuals concerned as well as the sport as a whole
- Give clear, concise answers to all questions – stating your case firmly and confidently. This will stand you in good stead.

HOW IS A DECISION MADE?

- The hearing panel will adjourn to consider all the evidence after the panel have concluded their questioning. The panel will issue their decision as soon as is reasonably practicable
- All decisions and procedural directions taken shall have due regard to the requirements of natural justice
- The standard of proof on all matters shall be proof on the balance of probabilities. It is for the WPO to uphold a complaint if it satisfies itself that the evidence supports that finding, on the balance of probabilities

CAN I APPEAL A DECISION?

Yes. There is an Appeals Procedure. The party who has been the subject of a Panel Hearing decision shall have the right of an appeal. However, a notice of appeal must be lodged in writing with the Netball Scotland CEO within 14 calendar days of the issue of the written decision of the Panel. Such notice shall state the ground(s) of appeal and contain the full reasons and basis on which the ground(s) of appeal are being pursued.

WHO CAN GIVE ME FURTHER HELP?

Your first port of call should be to speak to the Panel Chair. The Panel Chair is the best person to help explain things further and answer any questions you may have.

GUIDANCE FOR WITNESSES PROVIDING EVIDENCE TO A NETBALL SCOTLAND (NS) WELLBEING & PROTECTION PANEL HEARING (WP)

Netball Scotland (NS) appreciates that attending as a witness to provide evidence before a WP hearing is likely to be unfamiliar to you and can seem to be a daunting process. We believe you will find it easier to deal with the experience if you have clear information about the process and what will happen.

A WP HEARING IS A FORMAL PROCESS

What does this mean?

- It means that the hearing will be deciding on one or more allegations against someone (who is called the Respondent during the process) and the basis for that decision will be the evidence put before the Panel.
- Your evidence needs to be truthful and recalled to the best of your ability because telling the truth is essential to the process.
- You will be asked to answer questions, but the Chair of the Panel will control the proceedings including any questioning
- You will not be in the same room with any individual (the respondent) being investigated at any point
- All information will be stored securely and be compliant with GDPR

A WP HEARING IS A FORMAL PROCESS

Before you give evidence at the hearing do not discuss the case with anyone else. You have been asked to attend the hearing because your evidence of what happened is an essential element for the WP Panel, to make a decision on the facts of the case against an individual or club.

You will normally have made a statement in advance of the hearing, and a copy of this statement will have been provided to the WP Panel Chair prior to the hearing.

You may have been called as a witness by the Respondent, in which case this individual will provide you with the information of the day and time when you will be needed at the hearing.

However, if you have been called as a witness on behalf of case, Netball Scotland will provide you with the information of the day and time when you will be needed at the hearing.

Please note it can be very difficult to estimate how long each witness will take to give evidence. You may therefore have to wait some time to give your evidence on the day. However, refreshments will be available and you will be advised of any delays.

ATTENDANCE

If you do not wish to attend a panel hearing in person you can provide a written statement or decline the invitation in its entirety.

If you choose not to attend, the Panel Chair will ask for confirmation you have been notified of the panel hearing, normally from the Netball Scotland Wellbeing and Protection Officer, if you were called on behalf of the case and if a written statement has been provided.

If you were called on behalf of the Respondent being investigated, we will ensure that you have been properly notified of the hearing and that you have been told of your ability to submit a written statement in place of in person attendance. If so, the hearing can proceed in your absence taking your written statement as evidence if relevant.

WHERE WILL THE HEARING BE HELD?

Wellbeing & Protection hearings are normally held at the Netball Scotland offices in the Emirates Arena, 1000 London Road, Glasgow, G40 3HG. Usually hearings will take place in the evenings.

WELLBEING & PROTECTION HEARING PANEL (WP)

The Wellbeing & Protection Panel have been approved and appointed by the NS Board as being appropriately experienced qualified adults to conduct investigations and hearings with regards to any complaints received by Netball Scotland in relation to this area of the organization's business.

At the hearing, the W&P Hearing Panel is made up of 3 individuals including an appointed Chair who will lead the proceedings. Usually the panel will ask questions of you.

NS WELLBEING & PROTECTION OFFICER (WPO)

Will present the casefiles – this involves putting information before the Panel.

PAPERWORK

The panel will have read all the evidence provided as a result of the investigation, prior to the hearing, which will include your witness statement.

WHAT SHOULD I BRING WITH ME?

You should bring a copy of your witness statement.

WHERE WILL THE HEARING BE HELD?

- It is the Panel Chair's role to manage the hearing. The chair will explain the process to you when you come into the room
- It is important that you arrive in good time – please be in attendance 15 minutes before asked
- It is in your best interests to remain courteous at all times – both to the Panel and all other parties.
- Give clear, concise answers to any questions

WHAT IS THE USUAL ROOM SET UP FOR A HEARING?

- It is normal practice at a hearing to have the WP Panel sitting at a table opposite the individual being invited to appear including witnesses The Netball Scotland Wellbeing and Protection Officer be present and will sit to one side.
- You will be asked to wait in a separate room and brought into the hearing when it is your turn to give evidence
- **Please be reassured that you will not be in the same room with any individual being investigated at any point**

WHAT HAPPENS AT A HEARING?

- The Panel Chair will introduce everyone on the Panel as well as any other persons in the room before you are asked to introduce yourself
- The Panel Chair plus any other member of the WP Panel can ask you questions for clarification. All questions must come via the Panel Chair
- Once you have given evidence you will be instructed by the Panel Chair as to whether you are likely to be required again, in which case you would be shown back to the witness room, or whether you are free to leave.

If you have any further queries please contact the Hearing Panel Chair. We will ensure you have contact details for that person.

EXAMPLES OF POSSIBLE OUTCOMES OR SANCTIONS AVAILABLE TO NETBALL SCOTLAND:

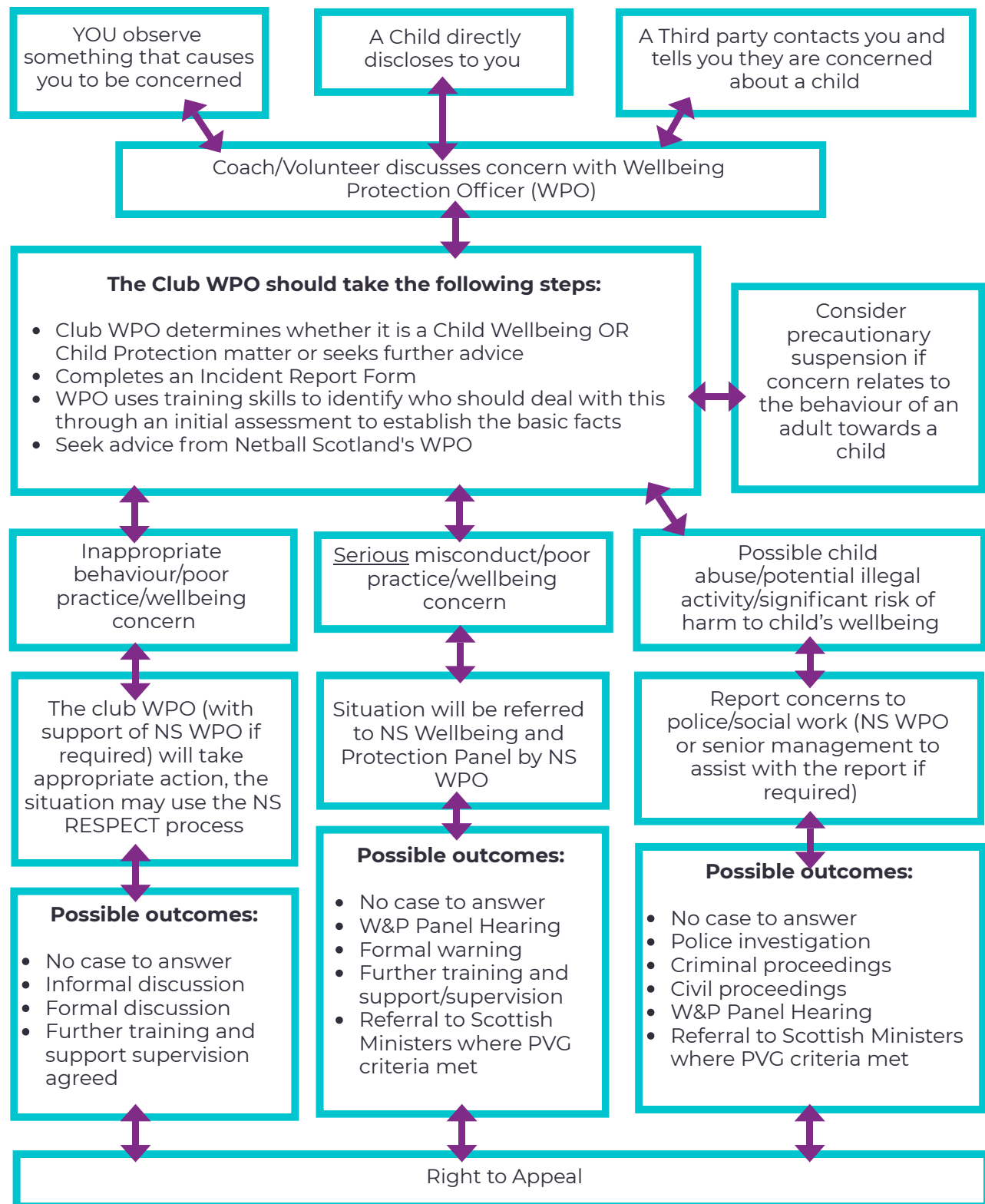
- No case to answer
- Informal discussion
- Formal discussion
- Agreement to continue in role but with mentor supervision in meantime until resolution of matter
- Further education /training/support/supervision agreed
- Consider precautionary suspension at any point in the process
- Refer to other agencies e.g. Police Scotland, Social Work / Child Services
- Referral to Netball Scotland for Disciplinary Procedures
- Possible referral to Disclosure Scotland
- Formal warning
- Suspend from role and/or from Netball Scotland membership, ranging from a set period of time up to permanent life time suspension.

WELLBEING & PROTECTION PANEL HEARINGS

APPEALS PROCEDURE

- This procedure is only for those who have already exhausted their own club's complaint/RESPECT processes as well as the Netball Scotland complaint/RESPECT procedure for clubs or individuals AND the NS W&P panel process
- Appeals must be received in writing by the CEO of Netball Scotland within 14 days of the W&P Panel Hearing decision
- Examples of grounds for appeal would be based on: substantial new evidence, procedural error or you believe the sanctions are disproportionate
- All information will be stored securely and be compliant with GDPR
- A W&P Panel member, who did not take part in the original hearing, will be appointed to Chair the appeals procedure
- If the Appeals Chair decides to review the documentation they will do so and develop a decision and recommendations
- If the Appeals Chair calls a hearing to receive the appeal, the complainant and subject(s) of complainants are notified of the Appeals Committee hearing date.
- The appeals hearing is held and afterwards the Appeals Committee privately develops a decision and recommendations based on the complaint
- The complainant and subjects of the complaints, are notified of their decision and recommendations.
- **Usually, it should take less than 28 days to conclude the appeals process**

FLOWCHART OF REPORTING/RESPONDING TO A CONCERN PROCESS - 8 FROM THE WELLBEING & PROTECTION POLICY



WELLBEING & PROTECTION PANEL WITNESS STATEMENT FORM

DATE:	
PLACE OF INTERVIEW/CALL:	
WITNESS NAME:	

Any Club affiliation/official/parent/player or any other relationship the witness has which may be pertinent to their statement:

PANEL MEMBERS OF OTHER NETBALL SCOTLAND MEMBER(S) PRESENT:

START TIME OF STATEMENT	END TIME OF STATEMENT

WELLBEING & PROTECTION PANEL WITNESS STATEMENT FORM

WITNESS STATEMENT RELATING TO THE REVIEW OR INVESTIGATION

WELLBEING & PROTECTION PANEL WITNESS STATEMENT FORM

DATE:	
START TIME:	
END TIME:	
PANEL HEARING HELD AT:	

CHAired BY:	
PANEL MEMBER 1:	
PANEL MEMBER 2:	

PERSON(S) ASKED TO ATTEND HEARING TO ANSWER TO CASE:

OTHER PERSON(S) ATTENDING INCLUDING WITNESSES & ACCOMPANYING PERSON(S)

PRE-HEARING MATTERS (IF APPLICABLE):

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	DECISION OF PRE-HEARING PANEL/PANEL HEARING
DECISION 1:	
DECISION 2:	
DECISION 3:	
DECISION 4:	

	REASON(S) FOR DECISIONS
DECISION 1:	
DECISION 2:	
DECISION 3:	
DECISION 4:	

RECOMMENDATIONS TO NETBALL SCOTLAND
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SIGNED (CHAIR)	
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DATE:	
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ADAPTING RESPECT, COMPLAINTS, DISCIPLINARY AND WELLBEING AND PROTECTION PROCESS FOR U18S

Netball Scotland has an established complaints and disciplinary process RESPECT: A Process for Managing Complaints and recognises that there is need to adapt this when children and young people are involved. The priority with any adaptations is to create a child centered approach and to ensure that children and young people are not put through a case management and disciplinary systems that, causes harm. The process that they are involved in should reflect this and be based on the following key principles:

- Those who know the child/young person best should be the ones who discipline, mentor, guide and educate them as part of their development
- The disciplinary/complaint procedure should be simple, easy to understand and conducted more informally than the adult procedure
- The wellbeing of the child / young person is paramount and any arrangements around meetings should consider their educational commitments and family life. Therefore, meetings will be conducted locally and by those with experience in dealing with child/ young people
- Sanctions and any suspensions should not normally be so severe as to discourage the child/young person from continuing within the sport and should be tiered in severity to their age, responsibility, and culpability
- The right to appeal is a required part of the process and should be included when communicating any final outcomes

U13

Any disciplinary matter arising in clubs for participants aged 12 years or younger shall be dealt with in person by the athlete's coach with input and advice of the club wellbeing and protection officer. A child aged 12 or under should not appear at a disciplinary panel or meeting unless necessary. An alternative method should be adopted which could include:

1. The child's coach to talk to the child to warn them about their behaviour as a normal part of the coaching process, the coach may wish to discuss their approach with the Wellbeing & Protection Officer (WPO) and engage with the child's parents to address the behaviour
2. If the behaviour persists or is a significant breach of the players code of conduct a meeting should be arranged to bring the parties together to talk through the issues normally the coach and the parents and if required the WPO – informal mediation

If points 1 and 2 do not resolve the issue then a more formal approach is required:

1. Private meeting between child and WPO to establish child's version of events (with parent/carer present) – WPO to make notes and provide summary to the disciplinary meeting, the WPO may also require to follow the same process if the behaviour involves other children
2. WPO to obtain written statement from child and any witnesses via their parents and the disciplinary meeting to proceed on paper basis only – the WPO may need to write the statement in conjunction with the child(ren) and parent/carer

GOOD PRACTICE IN RUNNING DISCIPLINARY/COMPLAINTS MEETINGS AND PANELS FOR U16S AND U18S

Best practice when dealing with U16s and U18s in these process is to follow the guidance established for adults, and to make reasonable adjustment to reflect the age and stage of the young people involved. The overriding principles are that the process of attending and participating in a disciplinary meeting or panel should not expose a child or young person to intimidation, distress, a late start time or long travelling times/distance during the school week. All possible steps should be taken to assist the child/young person to understand and participate in the process.

U16

A child of 13, 14 or 15 years inclusive can attend a disciplinary **MEETING**, provided that:

- The process adopts the U16 provisions (from the guidance below)
- The child must be accompanied by a parent/carer, who acts as a support for their child and is not there to answer on the young person's behalf
- The young person understands it is their duty to tell the truth
- Their evidence is sufficiently important to justify it being heard
- There should be the option of carrying out this process via paper statements should the young person not wish to attend an in person meeting

U18

For 16 & 17 year olds the process is close to the adult procedure but must be considered of the age and stage of the young person:

- Where a child is aged 16 & 17, consent of the parent should be obtained for the child to attend the disciplinary commission where possible / appropriate
- 16 & 17 year old is still a child and if they choose to have an adult present this should be allowed
- There should be the option of carrying out this process via paper statements should the young person not wish to attend an in person meeting/panel

SERIOUS CASES

Escalating behaviour patterns where permanent exclusion is a potential outcome of the disciplinary process, cases that may require police investigation, racial abuse etc. should be referred to the Netball Scotland Wellbeing and Protection Officer who will provide advice on how to deal with the matter / refer it to external agencies.

PRECAUTIONARY SUSPENSION

Depending on the nature of the complaint/disciplinary issue, a precautionary suspension may be given. This is a precautionary step as it means no further allegations or incidents can happen. It is important to consider the following when considering and issuing a precautionary suspension:

- **Is a precautionary suspension required in this case?**
 - Can management measures be put in place to facilitate continued participation while the matter is investigated?
 - What will the suspension cover?
 - Partial suspension – some activities?
 - All Netball activities in any role – total suspension?

MEETING/PANEL PREPARATION

There should always be a pre disciplinary meeting/panel liaison by the members running the process when it involves U18s. This should include an agreement on the process to be used, procedures to be adopted and how the case should be heard – in person or on paper:

- Consent of the parent/carer will always be required
- The young person should be accompanied at the disciplinary commission by an appropriate adult who could be a parent, carer, grandparent, social /care worker or Club official properly in loco parentis or it could be a friend of the family etc.
- The disciplinary meeting / panel should be at a location and time that is convenient to the child/young person
- Restrict attendance at the disciplinary meeting / panel to as small a number of people as possible
 - A disciplinary meeting for 13-15-year old's is often made up of 2 and no more than 3 individuals
 - A disciplinary panel is made up of 3 members, and may on occasion based on the needs of the young person drop down to 2

- Before the disciplinary commission, it may be appropriate to allow the child or young person to visit the room so that they can familiarise themselves with the layout
- Make sure the young person is aware of the format and process they are about to be engaged in
- WPO should be available at the disciplinary meeting/panel to advise/support the child/young person or the disciplinary meeting/panel members; they can not do both. It must be clear to all which function they are fulfilling.
- Physical layout of room can affect the process and play a role in the effective engagement with the child/young person – try to remove physical barriers e.g. arrange chairs in two semi circles facing inward, avoid sitting behind tables etc.
- The members of the disciplinary meeting/panel should sit at the same level as other parties to encourage eye contact.
- Provision should be made for parents/carers to be able to sit next to their child/young person
- If the child/young person is formally or legally represented, they should be seated in a place that allows easy communication with their representative

THE DISCIPLINARY PROCESS

- At the beginning of the case, disciplinary meeting/panel members should introduce themselves and those present in the room
- The Chair should briefly explain the role of each person
- Minuets are not normally taken, but the outcome will be recorded
- Written statement from the child/young person will also be taken to ensure that their position is clearly recorded
- Meeting/Panel members will make notes for their own recollection
- Address child by first name
- Be aware of the impact body language can have e.g. - folded arms and peering over spectacles = negative - occasional nod / leaning forward = positive
- Remain seated throughout proceedings
- If the disciplinary meeting/panel is lengthy, regular breaks should be taken
- Proceedings should be inquisitorial rather than adversarial
- Closed questions (those that allow a yes or no answer) and legal jargon should be avoided
- Rephrase a question to simplify it, if the child/young person is finding it difficult to answer
- Questions should be in plain English and at a level the child/ young person can understand taking into account their age, maturity and intellectual and emotional development
- Disciplinary meeting/panel members should consider what information they are trying to obtain and how it is relevant to the case
- The nature and extent of the questioning of any witness is under the control of the Chair

- The Chair can and should intervene to prevent the child/young person being questioned in a hostile way
- If a parent/carers has accompanied the child/young to the disciplinary commission, the Chair should make clear that the parent is there in a supporting role only and should not conduct the proceedings on behalf of the child/young person
- A timeline for outcome communication should be given at the end

COMMUNICATING OUTCOMES

- Should not be unreasonably delayed or go beyond stated timescales without notification
- If the case is proven, someone should talk directly to the child encouraging them to confront their behaviour, taking responsibility for it and its consequences. As this is a sensitive area it is recommended that someone with the appropriate training should undertake this e.g. the WPO or child/young person's coach
- The outcome should also be communicated in writing and include the right to appeal

NB Items in the following documents highlighted in **pink** are to be filled in on a case by case bases, with specific details relevant to that case

NOTIFICATION LETTER TO NS MEMBER UNDER INVESTIGATION TO A NETBALL SCOTLAND WELLBEING & PROTECTION PANEL HEARING

PRIVATE AND CONFIDENTIAL

Ref:	Date:
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Dear

RE:

As discussed at our meeting on [], the purpose of which was to establish the facts surrounding the events of [], which led to [] this was part of a formal process which would allow an informed assessment to be made by Netball Scotland via our Wellbeing and Protection Officer (WPO).

Based on the evidence gathered and [] it is alleged that you have acted in breach of the Netball Scotland Wellbeing & Protection Policy and separately but in addition....**ADD SPESIFIC DETALS HERE**..... policies by failing to demonstrate proper personal behaviour and conduct.

The specific allegation is that you:

- You caused harm to [].
- You have abused your position of trust as a

Please refer to Netball Scotland.....policies and guidelines: **ADD specific items relevant to each case HERE**

EXAMPLE ONLY

Page 2 - Conduct for Coaches – Key Principles:

- Responsibilities: personal standards - coaches must demonstrate proper personal behavior and conduct at all times

Page 3 - Relationships coaches: (5th bullet point)

- Must not engage in or tolerate behaviour that constitutes any form of abuse

Page 3 - Responsibilities - Personal Standards – coaches: (3rd bullet point)

- Must be positive role models for athletes.

Responsibilities – Professional Standards - Coaches will: (bullet points 3, 4, 5)

- Be professional and accept responsibility for their actions
- Promote safe and correct practice
- Provide a safe environment that maximises benefits and minimises risks to athlete

You will be aware that as a member of Netball Scotland you agreed to abide by the policies and procedures of NS which includes the **Code of Practice for Coaches and Officials**.

The Netball Scotland procedures has been invoked because under clause 2 of the Code any Conduct that is a breach of the rules, a breach of the Articles of Association, or any rules, or procedures, or policies, or any conduct which brings the sport into disrepute, or is detrimental to the best interests of netball , amounts to misconduct further to clause 2.

Accordingly, you are hereby notified that you will be required to attend a Wellbeing & Protection Hearing to answer to these allegations. **Netball Scotland may request your suspension from membership pending this hearing depending on the individual circumstances of the allegations.**

The hearing will be held in accordance with the Netball Scotland Wellbeing & Protection and Anti-Bullying Policies copies of which are included with this notification letter. Please take the time to read these documents.

Also enclosed is a copy of **our “Guidelines to Individuals called to attend a Wellbeing and Protection Hearing” and “ Good Practice for Managing Under 18s Meetings and Panels”** which clarify the hearing process.

If the allegation is upheld, sanctions may be imposed. These are outlined within the guidelines we have enclosed for you. Please note the list of sanctions is not an exhaustive list.

The Netball Scotland Wellbeing & Protection Panel Hearing Chair will be in contact with you in due course to confirm details of the hearing.

Yours sincerely,