



Suspension Policy For a Child Protection Allegation

1. General

Where an allegation(s) is made against an employee or a volunteer, English Lacrosse will work on the principle that individuals are innocent until proven guilty.

However, in order to protect both the individual and English Lacrosse Association, a period of suspension will normally follow an allegation(s), whilst an investigation is carried out into the circumstances surrounding it. The only time that a suspension will not apply is where the matter can be dealt with immediately, normally in the space of two days.

Where a suspension is necessary, the following procedure will apply:

2. An Employee

- 2.1.1 Any allegations(s) will be dealt with and investigated by English Lacrosse Child Protection Group and where appropriate or deemed necessary, be referred to the appropriate external authority.
- 2.1.2 To ensure the utmost confidentiality, where possible, only the CPG will be party to the investigation.
- 2.1.3 When an allegation is made against an employee, a meeting will take place with the individual, at which time the allegation will be known to him/her and put in writing. The individual will be asked to comment on the allegation and hopefully provide information that will enable a swift outcome.
- 2.1.4 **If the matter cannot be dealt with in two days, the employee will be suspended from duty on full salary. This period of suspension can last for up to six months but should an investigation take longer, half the normal salary will then be paid.**



- 2.1.5 Whilst suspended, the individual will not be allowed to be in contact with any other employee, apart from those carrying out the investigation, or any person who is carrying out work on behalf of

English Lacrosse. This applies to people who may be attending courses or who are taking part in practices, games and tournaments.

- 2.1.6 The investigating officer will do his/her utmost to keep the employee up to date on the progress of the investigation.

3. A Volunteer

- 3.1 The procedures that apply to Employees will apply to volunteers and sub-contracted staff, apart from those procedures that apply to payment of salary.

4. Support Procedures

- 4.1 Suspension from work or suspension from an activity can be a traumatic experience and English Lacrosse will provide details to the individual of support groups who specialise in dealing with such issues.



**ENGLISH LACROSSE
PERSONAL DISCLOSURE FORM**

You have the right to access information held on you and other rights under the Data Protection Act 1984

PART A

Title: _____

First Name(s): _____

Surname: _____

Level of Qualification (if coach/referee or umpire): _____

Please provide names that you may have previously been known by (incl. first names, surnames and maiden names):

Address: _____

_____ **Post Code** _____

Note: Post Code MUST be completed

Telephone: (include national code): Daytime _____ **Evening** _____

E-Mail Address: _____

Date of Birth: _____ **Gender: M** **F** **Please tick as appropriate**