

## Protocol for Handling Submissions to Challenger Reporting Form

### From the reporting form blurb

'The only people who will read your form responses are Challenger Council members and the form will be monitored closely by the Membership and Data Protection Officer. Alternatively, you can contact the members of the Challenger Council directly rather than completing the form. Contact details for Challenger Council members can be found here: [https://www.challenger-society.org.uk/The\\_Council](https://www.challenger-society.org.uk/The_Council).

If you wish to remain anonymous, please leave the Name and Email fields blank. If you supply your contact details you will receive an email acknowledgement of your report within 10 working days. The Challenger Council will consider incidents and possible sanctions on a case-by-case basis.'

### Protocol for receiving a submission to the reporting form:

- 1) Membership portfolio officer receives an email notification of a report and reads the submission.
- 2) Membership portfolio officer acknowledges receipt of submission within 10 working days if a contact email has been included with the report.
- 3) Membership portfolio officer passes the report to the Challenger President, Honorary Secretary and Treasurer by email as soon as possible after reading the report unless a conflict of interest exists in which case one or more of those individuals will be omitted.
- 4) The report will be discussed between the President, Secretary, Treasurer and Membership Portfolio Officer and a course of action will be decided upon after weighing up all relevant evidence. If considered appropriate and necessary, the EDIA lead will be included in scoping the response. In complex situations, the proposed course of action may be discussed with the wider Challenger Council. The reporter will be informed of the proposed course of action if they confirmed they were happy to be contacted and left an email address. If the reporter agrees with the course of action, it is implemented. If the reporter does not agree, further discussion is had, and if appropriate further evidence gathered, until a mutually acceptable course of action is decided upon. If the report was anonymous then the agreed upon course of action will be implemented.

### Protocol if Challenger Council member receives a report by email:

- 1) Council member receives a report by email and reads the submission.
- 2) Council member acknowledges receipt of submission within 10 working days.
- 3) Council member passes the report to the Challenger President, Honorary Secretary and Treasurer by email as soon as possible after reading the report unless a conflict of interest exists in which case one or more of those individuals will be omitted.
- 4) The report will be discussed between the President, Secretary, Treasurer and the Council member and a course of action will be decided upon after weighing up all relevant evidence. If considered appropriate and necessary, the EDIA lead will be included in scoping the response. In complex situations the proposed course of action may be

discussed with the wider Challenger Council. The reporter will be informed of the proposed course of action if they confirmed they were happy to be contacted and left an email address. If the reporter agrees with the course of action it is implemented. If the reporter does not agree further discussion is had, and if appropriate further evidence gathered, until a mutually acceptable course of action is decided upon. If the report was anonymous then the agreed upon course of action will be implemented.