

# Appeals Process

## ***Your rights***

1. Every member has the right to appeal in respect to any decision made by a disciplinary panel, or the conduct of any other process to resolve disputes between members.
2. Every member has the right to speak out about behaviour, language or conduct which makes them feel uncomfortable.

## ***How to appeal***

All appeals must be submitted in writing or by emailing to the Chief Executive.

Deborah McCahon & Sarah Welsh  
Folk Office, Units 9 & 10, 83 Crampton Street, London, SE17 3BQ  
[chief.executive@woodcraft.org.uk](mailto:chief.executive@woodcraft.org.uk)

All appeals must be submitted within 28 days of receiving notification of the outcome of a complaint or disciplinary procedure.

Appeals will only be considered if:

- New or additional information is available, which could have influenced the outcome of the process
- There is a concern that Woodcraft Folk policies and procedures have not been implemented appropriately

## ***Unfair and discriminatory treatment***

If you feel you have been unfairly treated your concern will be addressed using Woodcraft Folk's Equal Opportunities or Harassment and Bullying Policies. In your complaint you should state clearly:

- Why you feel that you have been unfairly treated
- Who/what process you feel has treated you fairly
- How you would like the issue resolved

## ***Appeals process***

Appeals will only be heard when all other avenues to resolve an issue have been exhausted, e.g.

- Mediation
  - Training
  - Practice review
  - Updated risk assessment
1. The Chief Executive, with input from the Lead Safeguarding Officer and the Chair of General Council, will ascertain whether or not there are grounds for an appeal.
  2. Within 7 working days of an appeal being submitted to the Chief Executive will confirm in writing the process for the appeal.

3. To the Chief Executive and Chair of General Council will appoint an appeals panel. A panel will consist of two members of General Council; these will be drawn from members who have had no previous involvement in resolving the original concern or any decision-making.
4. The panel will review the process and recommendations made. If necessary the panel will take new evidence and discuss the situation with all involved.
5. The panel will aim to conclude their review within 28 days. It is important to note that the panel members are volunteers and the issues involved may be complex, as such some reviews may take longer. The Chief Executive will inform all parties if an appeal is expected to take longer than 28 days or if there is any delay during the process.
6. The panel will submit their findings and recommendations to General Council for consideration and final decision.

### ***Further escalation***

If you remain dissatisfied following an appeal, or believe that the concern has not been resolved appropriately you can contact any one of the following:

- The Chair of General Council - [chair@woodcraft.org.uk](mailto:chair@woodcraft.org.uk)
- The Charity Commission, if you feel trustees and staff have shown poor governance [www.gov.uk/government/organisations/charity-commission](http://www.gov.uk/government/organisations/charity-commission)
- Police, if you believe a criminal offence has taken place