



The Good News Shed

Registered as a Charitable Incorporated Organisation (CIO) with the Charity Commission of England and Wales (1219288)

The Good News Shed Disciplinary Process

Purpose

To ensure concerns or breaches of the Code of Conduct are addressed fairly, consistently, and proportionately, while maintaining a safe and supportive environment.

Principles

- Fair, transparent, and consistent approach
- Proportionate to the issue
- Respect for confidentiality
- Opportunity for all parties to be heard

Informal Resolution (Stage 1)

- Minor issues should be addressed early through a calm, informal conversation.
- A coordinator or trustee may offer guidance or mediation.
- The aim is to resolve concerns quickly and maintain positive relationships.

Formal Process (Stage 2)

If issues persist or are more serious:

- A concern is recorded in writing.
- The member is informed of the issue and given an opportunity to respond.
- A meeting may be held with at least two coordinator/trustee present.
- Notes are taken and kept confidential.

Outcomes (Stage 3)

Depending on the severity and circumstances:

- Verbal warning
- Written warning
- Temporary suspension from the Shed
- Permanent removal of membership

Immediate Action

Serious misconduct (e.g. violence, serious safety breaches, harassment, illegal activity) may result in immediate suspension while the matter is reviewed or permanent cancellation of membership.

Appeals

- Members have the right to appeal decisions.
- Appeals should be made in writing within a specified timeframe (7 days).
- The appeal will be reviewed by a different trustee or panel where possible.
- The outcome of the appeal is final.

Record Keeping

- All formal actions are documented and stored securely.
- Information is handled in line with data protection and confidentiality

requirements.