



## Reporting a Concern for Volunteers Form (Anonymous)

This form is anonymous. This means that we will not ask for your name or contact details. We will therefore also not be able to get in touch with you and ask for more details. So, please provide as many details as you feel comfortable writing to us.

If you would like to give us your name or contact details, please see other ways that you can report a concern on our Volunteering for everyone <https://www.sustrans.org.uk/get-involved/volunteer/volunteering-for-everyone/> page: <https://www.sustrans.org.uk/get-involved/volunteer/volunteering-for-everyone/>

Please return this form to our **free post service** address: **Sustrans Volunteer Engagement Team**, Freepost (SWB 1314), Bristol, BS1 5FA

### Who can access this form?

3 members of the Sustrans-wide Volunteering team can view this report. The main person who checks for new reports is our Volunteering Administration and Support Officer. They are supported by our Head of Volunteering.

More than one person can access it, to make sure that we see all reports as quickly as possible. So, even if one member of the team is on leave or away, it will be checked.

Sustrans is committed to protecting your privacy and personal data. For more information visit: [www.sustrans.org.uk/privacy](http://www.sustrans.org.uk/privacy)

- 1. Area that you volunteer in (town, city or at home)** Please don't only give the nation that you volunteer in. As it will likely not make it possible for us to address this concern or issue with the right people within Sustrans.

- 2. Name of your local Volunteer Supervisor or Coordinator**

**3. Do you want to report a person(s)?** Please tick one:

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

**3.a.** If you do not know their full name(s), then please make a description of the person(s). Please add as much as you can. So we can identify the right person(s). Please note: If you cannot provide their name, it might make it more difficult for us to properly review and deal with your report. As we do not want to risk addressing this issue with the wrong person.

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**4. Do you want to report a group?** Please tick one:

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

**3.a.** If you would like to report a volunteer group or something that happened within a group, please describe the scenario below and let us know the group name or location if you know it. If you do not know the group name(s), then please make a description of the group. Please add as much as you can. So we can identify the group(s). Please note: If you cannot provide their group name, it might make it more difficult for us to properly review and deal with your report. As we do not want to risk addressing this issue with the wrong group.

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5. **How do you know this person(s) or group?** For example, you volunteer together, they are your Sustrans supervisor, volunteer group coordinator etc

6. **Why are you reporting this person(s) or group?** (Describe what has happened, been said etc.

7. **Have you mentioned this to anyone working at Sustrans?** Please tick one:

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

7a. If you're happy for us to get in contact with who you have mentioned this to, can you tell us their name?



### **What will happen after you submit this form?**

Our member of the Sustrans-wide Volunteering team will review your report. They will then decide where this goes depending on the case:

- **If the report is about your Sustrans supervisor or Volunteer Coordinator**, it will be passed on directly to our Head of Volunteering.
- **If the report is about another Sustrans colleague or a volunteer**, it will be passed on to your local Volunteer Coordinator. It will then be dealt with by them, with possible support from the Sustrans-wide Volunteering team, if needed

In all cases, we will take your concern seriously and handle with confidentiality. We will keep any sensitive information you report only between relevant colleagues, who need to review this.

The person(s) or group you are reporting will eventually be notified about what you have reported. So, they will have a chance to tell their side of things.

### **Thank you for filling in this form.**

Thank you for filling in this form and letting us know about this important issue. We will have a look at the information you have provided as soon as possible.

We won't be able to get back to you as this form is anonymous, but we will know who to get in touch with in your area to address your concerns.

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