



## **Leavers Policy & Procedure**

### **The purpose of this policy document:**

With the exception of the forum Admin, all the members of the steering group and parent representatives (reps) volunteer their time. There may become a point where they need to take a step back from the forum due to paid employment or family commitments.

This policy will outline the procedure members of the steering group and parent reps must follow and also how the forum will respond to such requests.

### **Leaving Parent Carers Together**

All volunteers are free to cease volunteering at any time. It is helpful to continuity if a period of notice can be given. When a volunteer ceases their role within PCT whenever possible they will be encouraged to feedback and thanked for their contribution. Occasionally it may be necessary for PCT to terminate a volunteer role and reasons for this will be clearly explained

PCT aims to treat all volunteers fairly, objectively and consistently. It seeks to ensure that volunteers' views are heard, noted and acted upon promptly. We will attempt to deal with any problems at the earliest opportunity. Please contact the chair in the event of any concerns. Your concern will be investigated, and outcomes reported to you as soon as possible.



## Procedures for Resigning:

Both steering group members and parent reps must inform the Admin and Chair in writing, via email, of their intentions to resign from their position and when this is to take effect.

The Admin/Chair will respond to said email thanking the member for their contribution to the forum and let them know they can be reconsidered if their circumstances change, and they wish to return to forum duties.

If a parent rep wishes to resign from their position, the Admin will:

- \*Ensure any outstanding expenses claims have been sent to finance for processing.
- \*Remove the parent rep from the forum's closed steering group and parent reps Facebook group.

If a steering group member wishes to resign from the steering group and doesn't want to be a parent rep, the Admin will:

- \*Ensure any outstanding expenses claims have been sent to finance for processing.
- \*Remove the steering group member from the forum's closed steering group and parent reps Facebook group
- \*Amend the forum's website, removing the steering group member's photo and profile from the 'meeting the steering group' section of the website
- \*Deactivate the person's access to the restricted area of the Parent Carers Together website

## **PARENT CARERS TOGETHER**



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special educational needs and disabilities

\*Deactivate the steering group members Parent Carers Together email account

\*Deactivate the steering group member's e-learning account linked to their Parent Carers Together email

Professionals will be made aware of the change within the forum's steering group structure and before the member leaves, they will be asked to forward the details of any meetings they agreed to attend on the forum's behalf to ensure the meeting/s are covered by other members.

If the parent rep or steering group member is a member of the Parent Carers Together closed Facebook page, they will remain within the group unless they choose to leave themselves or break a group rule.

If a steering group member puts in writing they wish to resign from the steering group but does not indicate when this change will happen or if they wish to become a parent rep instead, the Chair or Admin will give said person one full week and if they don't respond, the forum will assume the person does not wish to continue with their forum journey and the Admin will follow the procedure for removing the steering group member from closed Facebook page, restricted area of forum website etc as listed above.

### **Stepping Down:**

If a member of the steering group wishes to 'step down' from their commitments within the steering group but would like to become a parent rep instead, they must email the Admin or Chair outlining their intentions and when they would like this change to come into effect.

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## Confidentiality:

Anyone who leaves their role within the steering group or as a parent rep is still bound by the forum's confidentiality policy.

## Exit Form/Leaver Form:

It is hoped, members will leave the forum and look back on their time fondly. If they have any grievances with the steering group members or with individual members of the forum, the member may wish to raise this with the individual concerned before making the decision to resign from their post. If the issues/s are resolved, the member may feel they can continue in their volunteering role with PCT. We will send an Exit Questionnaire for leavers to provide feedback on their time with PCT.

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