**Raising a Concern against BASRaT**

**Updated December 2016**

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Please use this document to raise a concern regarding BASRaT as an organisation. The concern may refer to a member of the BASRaT organisation which includes the following:

* Executive Committee members
* Lay Committee members
* Administration staff

Alternatively, the above examples may not be applicable and the concern may be more focussed on one of BASRaT’s processes or procedures. In either case this document can be used to report the concern.

The aim of this document is to provide the BASRaT Ethics Committee with:

* Basic information about yourself and the person you wish to raise a concern against (if applicable)
* Details of the concern
* Desirable outcomes

**Your Contact Details:**

|  |  |
| --- | --- |
| Your name: |  |
| Your address: |  |
|  |
|  |
|  |
| Post Code: |
| Telephone number: |  |
| Email: |  |
| Signature\*: |  |
| Date: |  |

**\*By signing this document you are giving your consent for BASRaT to disclose your details in any investigation of the concern.**

**Member of the Organisation Details (if applicable):**

|  |  |
| --- | --- |
| Name: |  |
| Position within BASRaT |  |

**Details of Your Concern:**

Please describe your concern in as much detail as possible, please consider the following:

* Events that took place and if possible time scales/dates (if applicable).
* How the events impacted on your experience with BASRaT.
* If applicable, the desired outcomes from any investigation.

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|  |

Please continue on additional sheet if necessary

**Next Steps:**

Once completed this form can be posted to:

FAO: The Ethics Committee

BASRaT Administration Office
C/O Directorate of Sport, Exercise and Physiotherapy
School of Health Science
University of Salford
Frederick Rd
Salford, M6 6PU

Alternatively you can also email the form to any member of the BASRaT Ethics Committee:

|  |  |
| --- | --- |
| Dr Richard Jones  | Email:   Richard.jones@mihp.co.uk  |
| Dr Kristen Hollands  | Email:   K.Hollands@salford.ac.uk  |
| Rick Boote  | Email:   alaric.boote@btinternet.com  |
| Helen Miller RM The Christie NHS Foundation Trust  | Email:   helenlmiller@hotmail.co.uk  |

As another option you can also raise a concern by telephone. In this case, please contact the BASRaT administration office on 0161 295 0070 who will provide alternative contact details for the BASRaT Ethics Committee members.

BASRaT will not ignore a concern because it is not in writing and will support those who may be unable to put a concern in writing (e.g. due to language or literacy difficulties). In such a case please discuss this with the BASRaT Ethics Committee member.