**Raising a Concern**

**Updated April 2016**

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Please use this document to raise a concern regarding a registrant of BASRaT. A registrant includes the following membership categories:

* Graduate
* Allied Health Professional

Before completing this document you may want to check the type of membership held by the individual concerned (Register Check - <http://www.basrat.org/membercheck>

You may also wish to check BASRaT’s definitions of fitness to practise via <http://www.basrat.org/docs/profdocs/BASRaT%20Complaints%20Procedure%20Guide%20Updated%20Aug%202014%20.pdf>.

The aim of this document is to provide BASRaT with:

* Basic information about yourself and the person you wish to raise a concern about
* 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.**

**Registrant’s Details:**

|  |  |
| --- | --- |
| Registrant Name: |  |
| Membership Number (If known): |  |
| Contact Details (if known):i.e telephone number, email address |  |
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**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 when/where (if applicable).
* Context.
* If an employer, any action taken by yourself/company

You may find BASRaTs Raising a Concern /FtP Guide useful in filling out this form

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|  |

Please continue on additional sheet if necessary

**Next Steps:**

Once completed this form can be posted to:

FAO: Registrar

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 the BASRaT registrar, registrar@basrat.org or administration office, administration@basrat.org

As another option you can also raise a concern by telephone. In this case please contact the BASRaT administration office on 0161 295 0070. With your consent, details will be noted using this form and then you may be contacted by the BASRaT Registrar as a follow up.

Please contact BASRaT if you require any support to put your concern in writing. 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).

Administration Office Tel- 0161 295 0070

Administration Email- administration@basrat.org

Registrar Email- registrar@basrat.org