



# Young Enterprise

Learning by Doing

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## **Young Enterprise Appeals Procedure for Prohibitive Disclosures**

Young Enterprise is committed to providing a consistent and fair decision process as regards Disclosure information. Staff are trained to assess Disclosure information, bearing in mind the nature and context of any offence or other relevant information and in the light of the role being carried out. Relevant legislation and CRB Guidelines are also taken into account.

If, however, a volunteer or prospective employee is not satisfied with the decision that has been taken they have the right to appeal. In the first instance they should appeal in writing, giving the reasons for their appeal and quoting their Disclosure Certificate number, to:

Operations Director  
Young Enterprise  
Peterley House  
Peterley Road  
Oxford  
OX4 2TZ

The Operations Director will consult with senior colleagues and review the decision process. He will then discuss the matter with the volunteer or prospective employee concerned.

If the volunteer or prospective employee still feels that the decision was unfair, they may ask for their appeal to be taken to the Chief Executive. The Chief Executive will also review the decision process and consult with senior colleagues. He will then discuss the matter with the volunteer or prospective employee concerned.

Any decision given by the Chief Executive is final.