

ONE-PAGE GUIDE TO DISCIPLINARY PROCEDURES FOR STAFF



Purpose: Support improvement, engagement and wellbeing through a clear, fair and graduated disciplinary process.

Stage 1 - Coaching Conversation

Focus: Early support, reflection and prevention (non-punitive)

Typical Triggers

- Low-level concerns with attendance, engagement or behaviour
- Emerging wellbeing concerns (see Fitness to Study)

Key Points for Staff

- Learner **must attend** (3 nonattendances → Stage 2)
- Learner reflects and agrees actions/targets
- Review date set
- Record on **ProMonitor** (Meetings + comments)
- Can repeat for different behaviours
- **After 3 Coaching Conversations for the same issue → Stage 2**

Parents/Carers

- Informed for persistent concerns or wellbeing impact
- Consider EHCP involvement

Stage 2 - Verbal Warning

Focus: Restorative improvement and formal escalation

Typical Triggers

- No improvement following Coaching Conversations
- Health & Safety breach
- Verbal abuse, academic misconduct, serious disruption
- Non-compliance with reasonable staff request

Key Points for Staff

- Learner attendance expected (can be issued in absence after 3 failures)
- Parents/Carers **always invited**
- Clearly explain support available
- Actions agreed and reviewed
- Last **3 months** (on record for academic year)
- Letter sent outlining warning, support and appeal rights

Issuers

- Heads of Department, Assistant Principals, Director of Inclusion & Support

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Stage 3 - Final Warning

Focus: Clear last opportunity for change

Typical Triggers

- No improvement following Verbal Warning
- Vandalism, threatening behaviour, drugs/alcohol incidents
- Serious bullying, discrimination, academic or H&S breaches

Key Points for Staff

- Sets **required behavioural changes**
- Warns of possible Inclusion Panel Hearing
- Last **6 months** (on record for academic year)
- Learner expected to attend (can be issued after 2 non-attendances)
- Letter sent confirming warning and appeal process

Issuers

- Assistant Principal of Curriculum
- Director of Inclusion & Support

Stage 4 - Inclusion Panel Hearing

Focus: Decision on continuation, transfer or exclusion

Progression Reasons

- Serious or extreme single incident
- Persistent failure to meet previous warning requirements

Possible Outcomes

- Continue on programme
- Transfer to alternative programme
- Remote learning
- Exclusion (temporary or permanent)

Key Points for Staff

- Requested by Assistant Principal / Director
- Evidence and prior support **must** be documented on ProMonitor
- Hearing within **10 College days** (3 days' notice)
- Learner may bring an advocate
- Decision confirmed verbally, then in writing
- Right of appeal within **14 calendar days**

Always Remember

- Discipline is **support-focused and proportionate**
- **Reasonable adjustments** must be made
- Document **all actions and support** on ProMonitor
- Enable learners to reflect, be heard and improve