



## **DISCIPLINARY PROCEDURE**

**Inappropriate behaviour can include but not limited to** unwanted attention, harassment and victimisation, may involve actions, words or physical gestures that could reasonably be perceived to be the cause of another person's distress or discomfort. Bullying or harassment may be by an individual against an individual or involve groups of people. Unwanted physical contact, stalking, aggressive or abusive behaviour, such as shouting or personal insults. Some forms of inappropriate behaviour may be serious enough to constitute a criminal offence.

### **Inappropriate behaviour by a young person**

#### **Stage 1: Recorded Verbal Warning**

If a Starpic Project worker identifies that a young person has displayed inappropriate behaviour during an activity or while out with the group (such as being persistently disruptive, dangerous behaviour, or not following instructions) they will be given a verbal warning stating what behaviour needs to stop, and why.

On the **second** occasion the young person will be asked to sit out of the activity for a time deemed appropriate by the worker. The worker is responsible for explaining to the young person why they have been told to take a time out.

On the **third** occasion, the young persons' parents will be called and asked to collect her/him. The lead worker will then record the verbal warning in the **Starpic Project** incident file stating the date, warning given, reason for it and any specific improvements required within a given date. It should be discussed with the parent immediately when the young person is collected and signed by the parent and lead worker. A recorded verbal warning will expire after **3 months** if no further poor behaviour has been noted.

#### **Stage 2: Written Warning**

If there is repeated inappropriate behaviour by a young person where a recorded verbal warning has already been given in the previous 3 months, or an offence is serious, the lead worker will issue a written warning, and this will be approved by the project coordinator / manager.

The written warning should be issued to the young person within 10 working days of the incident in the following format: Date of the inappropriate behaviour, factual description of the incident, what the worker's response was at the time, effect of the inappropriate behaviour on the young person, other young persons, and coaches as relevant, any other points, actions for improvement and timescale, young person's' response. The Project Manager will try to agree the actions needed with the young person and parents/guardians concerned to improve the behaviour.

#### **Stage 3: Final Written Warning**

A Final written warning is issued to the Young Person by the Project Manager if the young person has failed to improve in the required timescale or if the misconduct is extremely serious.

The format of the Final Written Warning will be the same as for Written Warning.

A copy will be kept on file for **two years** and then disregarded.



#### **Stage 4: Suspension or Expulsion**

Suspension or expulsion from the project may result if the young person's conduct is still unsatisfactory or there is gross misconduct (such as aggressive or abusive behaviour, dishonesty, bringing the project into disrepute) The decision to suspend or expel any member from the project will be taken by a Disciplinary Committee, which will be made up of the Project Manager, and 2 representatives from the Executive Committee.

#### **Appeal**

A young persons' parent or guardian can make a written appeal against any Written Warnings, suspension, or expulsion within fifteen working days. The appeal should be in writing to the project's Safeguarding Officer. An appeal will be heard by an Appeals committee within 10 working days of the appeal being received. The Appeals Committee will consist of at least 1 member of the Executive Committee (in the case of expulsion or suspension, who was not on the Disciplinary Committee that made the original decision) and 2 other independent parent members, coaches, or volunteers with no connection to the appealing young person or the relevant workers.

The Appeals Committee decision will be final, and it will be communicated in writing to the appealing young person within 5 working days of the decision.

#### **Inappropriate behaviour by a parent or guardian**

If a worker feels a parent has displayed inappropriate behaviour, they will be reported to the Project Manager. The Parent will be given the chance to discuss their behaviour with the Project Manager and if appropriate the worker involved. In the first instance, the Project Manager will try to resolve any difficulties face to face with the Parent/Guardian concerned and agree a plan of action. It is recommended that a neutral 3rd party is present at this meeting, and the outcomes of the discussions are written down.

Depending on the seriousness of the inappropriate behaviour, escalation will follow stages 2 to 4 above. Suspension or expulsion of a parent or guardian from being a member of the project does not mean that the young person is suspended or expelled.

#### **Inappropriate behaviour by any worker/coach or volunteer at the session / club**

If a young person feels that a worker, coach, volunteer, or any person helping in the project has displayed inappropriate behaviour they should report the matter directly to the Safeguarding Officer who will follow the correct and appropriate procedures.

If a Parent/Guardian, another worker, or any person feels that a worker, coach, volunteer or any person helping in the project has displayed inappropriate behaviour they should report the matter directly to the Project Manager.

#### **Stage 1: Verbal Warning**

If a contracted worker, employee, or volunteer has displayed inappropriate behaviour they will be given a verbal warning by the Project Manager stating what behaviour needs to stop, and why.



## **Stage 2: Written Warning**

If there is repeated inappropriate behaviour by or complaints against a (service provider) worker, employee, or volunteer where a recorded verbal warning has already been given in the previous 3 months, or an offence is serious, the Disciplinary Committee (which will be made up of the project manager, and 2 representatives from the Executive Committee) will issue a written warning.

The written warning should be issued to the contracted (service provider) worker, employee, or volunteer within 10 working days of the incident in the following format: Date of the inappropriate behaviour, factual description of the incident, what the relevant parties' responses were at the time, effect of the inappropriate behaviour on service users, other parents, and coaches as relevant, any other points, actions for improvement and timescale, worker's/ volunteer's response.

The Disciplinary Committee will try to agree the actions needed with the (service provider) contracted worker, employee or volunteer concerned to improve the behaviour.

## **Stage 3: Final Written Warning**

A Final written warning is issued to the contracted worker, employee, or volunteer by the Disciplinary Committee if the worker/volunteer failed to improve in the required timescale or if the misconduct is extremely serious. The format of the Final Written Warning will be the same as for Written Warning. A copy will be kept on file for two years and then disregarded.

## **Stage 4: Suspension or Expulsion**

Suspension or expulsion from the Project may result if the contracted worker, employee or volunteers conduct is still unsatisfactory or there is gross misconduct (such as aggressive or abusive behaviour, dishonesty, bringing the Project into disrepute)

### **Appeal**

Any worker, employee or volunteer can make a written appeal against any written warnings, suspension or expulsion within fifteen working days. The appeal should be in writing to the Appeals Committee.

An appeal will be heard by an Appeals committee within 10 working days of the appeal being received. The Appeals Committee will consist of at least 1 member of the Executive Committee (in the case of expulsion or suspension, who was not on the Disciplinary Committee that made the original decision) and 2 other independent parent members, workers, or volunteers with no connection to the appealing young person or the relevant workers.

The Appeals Committee decision will be final, and it will be communicated in writing to the appealing young person or worker within 5 working days of the decision.

Any worker contracted by Starpic Project is contracted as a Service Provider and can be asked to leave the project after being given 7 days' notice by a Project Director.