

Green Room Place (GRP) Disciplinary Policy

Updated & Approved by Company Directors and Qualified Pastoral Staff on January 27th, 2025.

1. Policy Statement

Green Room Place (GRP) is committed to fostering an environment of respect, responsibility, and mutual understanding, ensuring the safety and well-being of all students and staff during residential courses and related activities. This policy outlines the procedures for managing breaches of conduct by both staff and students. It aims to address misconduct in a fair, transparent, and consistent manner, while upholding GRP's core values and safeguarding principles.

2. Scope

This policy applies to all students, staff, and volunteers associated with GRP's residential courses, events, and activities. It covers unacceptable behaviour, misconduct, and breaches of GRP's code of conduct, including actions that jeopardise the safety, well-being, or reputation of others.

3. Responsibilities

- **Staff Members:** All staff members are responsible for maintaining discipline, adhering to GRP's policies, and acting as role models for students. They are expected to report any violations of the policy promptly and act in accordance with the procedures outlined herein.
- **Students:** Students are expected to behave in a manner that aligns with the values and safety guidelines of GRP. This includes demonstrating respect for staff, fellow students, and the facilities used during their stay.
- **NCPO (Nominated Child Protection Officer):** The NCPO has a critical role in ensuring that any safeguarding concerns, including disciplinary issues, are handled appropriately and in accordance with GRP's Safeguarding & Child Protection Policy.

4. Types of Misconduct

The following behaviours are considered misconduct and are subject to disciplinary action:

- **Physical Violence:** Any form of physical aggression or violence towards others.
- **Verbal Abuse:** Offensive, threatening, or abusive language directed at any individual.
- **Substance Abuse:** The use or possession of illegal drugs, *alcohol, or *tobacco/vaping (*outside the boundaries outlined in the relevant policies).

- **Bullying and Harassment:** Any form of bullying, intimidation, or harassment, including verbal, physical, or cyberbullying.
- **Damage to Property:** Intentional or reckless damage to GRP's property or that of others.
- **Non-Compliance with Safety Protocols:** Failure to adhere to health and safety regulations, including fire safety, medical protocols, and event-specific guidelines.
- **Failure to Follow Staff Instructions:** Disregarding reasonable instructions given by staff members regarding behaviour, safety, and event protocols.

5. Disciplinary Procedures

Step 1: Informal Warning

For minor incidents or first-time offences, the staff member involved will issue an informal verbal warning. The nature of the misconduct and the expectations for improved behaviour will be clearly communicated. This warning will be recorded in the staff or student's file but will not impact their formal record.

Step 2: Formal Warning

If the misconduct is repeated or more severe, a formal written warning will be issued. This will be documented, and a meeting with the individual will be arranged to discuss the incident and outline further expectations. Depending on the severity, the student or staff member may be placed on a behaviour improvement plan. A formal warning may also be issued for serious misconduct on the first instance.

Step 3: Final Written Warning or Suspension

In cases of more serious misconduct or continued failure to comply with expected behaviour, a final written warning will be issued. For students, this may include temporary suspension from certain activities or events, depending on the severity of the breach. For staff, this could involve suspension from duties until a full investigation is completed.

Step 4: Expulsion or Termination

In cases of gross misconduct (e.g., physical violence, severe bullying, substance abuse, theft), or if the behaviour does not improve following previous warnings, GRP reserves the right to expel a student or terminate a staff member's involvement with GRP immediately. This step will only be taken after careful consideration, and all relevant parties will be consulted.

For Staff:

- The Director(s) and relevant senior staff members will review the case and make a decision regarding employment or involvement in GRP activities.
- The staff member will have the opportunity to respond to any allegations or charges against them before a final decision is made.

For Students:

- The NCPO, along with the relevant senior pastoral staff, will review the case.

- Parents or guardians will be notified of the decision, and arrangements will be made for the student's early departure if necessary.

6. Special Considerations for Students with Special Needs

GRP acknowledges that students with special educational needs or disabilities may require additional support in understanding and adhering to behaviour expectations. Any disciplinary actions taken will be proportionate and reasonable, and staff will make accommodations where appropriate to support the student in modifying behaviour. This may include adjustments to supervision, communication strategies, or behavioural support plans.

7. Reporting and Documentation

All disciplinary incidents must be documented, including the nature of the misconduct, the steps taken in response, and any actions agreed upon. This documentation will be securely stored in compliance with data protection regulations. A report should also be made to the NCPO in the case of serious incidents, ensuring that the issue is managed in alignment with GRP's Safeguarding & Child Protection Policy.

8. Appeal Process

Any staff member or student who feels that disciplinary action taken against them is unfair or unjust may appeal the decision. The appeal must be submitted in writing to the Director(s) or senior member of staff within 48 hours of the disciplinary decision being communicated. An impartial review of the case will be conducted, and the outcome of the appeal will be communicated within a reasonable timeframe.

9. Confidentiality

All disciplinary matters will be handled with the utmost confidentiality. Information will only be shared with those who need to know in order to resolve the issue. Breaches of confidentiality will be subject to disciplinary action.

10. Review and Updates

This policy will be reviewed annually to ensure that it remains up-to-date with current legislation, best practices, and feedback from students, staff, and other stakeholders. Any updates will be communicated to all relevant parties promptly.