

MINOR BREACH (STAGE 1) PROCESS

BREACH - Examples: Lateness, unauthorised absence, disruptive or unruly behaviour, smoking outside of authorised locations, unauthorised use of mobile phone.



| Step | Action Required | Evidence Required/ By Who | Location of Evidence |
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| 1 | Member of staff who identifies the breach to notify the Personal Tutor & Curriculum Manager via ProMonitor and uploads a completed Incident Report Form to ProMonitor. | ProMonitor Comment/Staff Member Incident Report Form/Staff Member | ProMonitor 'Learner Comments' ProMonitor 'Uploaded Documents' |
| 2 | Chair (Tutor) to set a date and time for learner to meet with them for a Stage 1 Meeting and set up 'Disciplinary Stage 1 Meeting' in ProMonitor. Tutor to invite other college staff as appropriate. | ProMonitor Disciplinary Stage 1 Meeting/Tutor | ProMonitor 'Learner Meetings' |
| 3 | Learner to attend Disciplinary Meeting Stage 1 (or if not attended meeting to continue without them) and notes/outcome/evidence to be logged in ProMonitor 'Learner Meeting'. If outcome is 'No case to answer' this is selected in the ProMonitor Meeting template and Administrator to be notified to send outcome letter. If outcome is 'Upheld' this is selected in the ProMonitor Meeting and Personal Development targets are set for learner to action and/or appropriate sanctions imposed. Review date to be set by Tutor. Administrator to be notified to send outcome letter including sanctions/actions. | ProMonitor Disciplinary Stage 1 Meeting/Tutor ProMonitor 'Learner Meeting'/Tutor Letter to learner & uploaded onto ProMonitor Meeting/Admin ProMonitor 'Learner Meeting'/Tutor ProMonitor Personal Development targets/Tutor Letter to learner and uploaded onto ProMonitor Meeting/Admin | ProMonitor 'Learner Meetings' ProMonitor 'Learner Meetings' ProMonitor 'Learner Meetings' ProMonitor 'My Targets' |
| 4 | Tutor to review adherence to targets set and note the outcomes of the review in ProMonitor Targets. If requirements are met, the case is closed. If requirements not met, implement Stage 2. Administrator to be informed to escalate process and create a Stage 2 panel and associated communication. | 'Actions Taken at Review' within ProMonitor 'My Targets' to be completed/Tutor Email to Administrator/Tutor | ProMonitor 'My Targets' |


APPEALS

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| 5 | Curriculum Manager hears appeal within 10 days of receipt. ProMonitor Meeting is updated with notes about the appeal and its final outcome. Outcome to be sent to Administrator to send outcome letter. | Letter confirming decision sent within 5 working days and uploaded into original meeting on ProMonitor/Admin | ProMonitor 'Learner Meetings' |
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MAJOR BREACH (STAGE 2) PROCESS
APPENDIX 2

BREACH - Examples: Repeating a minor breach, failure to comply with/carry out agreed actions/targets from Stage 1, offensive language or behaviour, continued refusal to show identification or display ID badge, acting in an unsafe manner, persistent disrupting the work or recreation of others.



| Step | Action Required | Evidence Required/ By Who | Location of Evidence |
|------|---|--|--|
| 1 | Member of staff who identifies the breach to notify the Personal Tutor & Curriculum Manager via ProMonitor and uploads a completed Incident Report Form to ProMonitor. In the case of escalations from Stage 1 the Administrator is informed and the PM/DM . | ProMonitor Comment/Staff Member Incident Report Form/Staff Member | ProMonitor 'Learner Comments' ProMonitor 'Uploaded Documents' |
| 2 | Chair (Curriculum Manager) to set a date and time for learner to meet with them and set up 'Disciplinary Stage 2 Meeting' in ProMonitor. Curriculum Manager to invite other college staff as appropriate. Administrator to be informed and invite learner and a chosen representative to disciplinary meeting- which if the learner is under 18 is a parent or guardian. | ProMonitor Disciplinary Stage 2 Meeting/Chair Letter/email to invite to disciplinary meeting/Administrator | ProMonitor 'Learner Meetings' |
| 3 | Learner to attend Disciplinary Meeting Stage 2 (or if not attended meeting to continue without them) and notes/outcome/evidence to be logged in ProMonitor Meeting. If outcome is 'No case to answer' this is selected in the ProMonitor Meeting and Administrator to be notified to send outcome letter. If outcome is 'Upheld' this is selected in the ProMonitor Meeting and Personal Development targets to be set for learner to action/appropriate sanctions imposed. Review date to be set by Curriculum Manager. Administrator to be notified to send outcome letter. | ProMonitor Disciplinary Stage 2 Meeting/Chair ProMonitor 'Learner Meeting'/ Chair Letter to learner and uploaded onto ProMonitor Meeting/Admin ProMonitor 'Learner Meeting'/Chair ProMonitor Personal Development targets/Chair Letter to learner and uploaded onto ProMonitor Meeting/Admin | ProMonitor 'Learner Meetings' ProMonitor 'Learner Meetings' ProMonitor 'Learner Meetings' ProMonitor 'My Targets' |
| 4 | Tutor/Curriculum Manager to review adherence to targets set and note the outcomes of the review in ProMonitor Targets. If requirements are met the case is closed. If requirements not met, implement Stage 3, Administrator to be informed to support the creation of a Stage 3 panel. | 'Actions Taken at Review' within ProMonitor 'My Targets' to be completed/Tutor Email to Administrator/Tutor or CM | ProMonitor 'My Targets' |



| APPEALS | | | |
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| 5 | Director of Faculty hears appeal within 10 days of receipt. ProMonitor Meeting is updated with notes about the appeal and its final outcome. Outcome to be sent to Administrator to send outcome letter. | Letter confirming decision sent within 5 working days and uploaded into original meeting on ProMonitor/Administrator | ProMonitor 'Learner Meetings' |

GROSS BREACH (STAGE 3) PROCESS

APPENDIX 3

BREACH - Examples: Failure to comply with/carry out targets/action plan from Stage 2, theft, violence or threat of violence, influence of drink or drugs, selling drugs, wilful damage to college or other people's property, gambling, sending/accessing/downloading pornographic/offensive material, carrying/use of a weapon, inviting or assisting people who are not Coventry College learners to enter the college without reporting to reception, making an unfounded allegation against a member of staff, criminal activity affecting the college or other learners or which could bring the college into disrepute.



| Step | Action Required | Evidence Required/By Who | Location of Evidence |
|------|--|---|--|
| 1 | Member of staff who identifies the breach to notify the Personal Tutor & Curriculum Manager via ProMonitor and uploads a completed Incident Report Form to ProMonitor. In the case of escalations from Stage 2 the Administrator is informed to create a Stage 3 panel. | ProMonitor Comment/Staff Member Incident Report Form/Staff Member (as applicable) | ProMonitor 'Learner Comments' ProMonitor 'Uploaded Documents' |
| 2 | Chair (Director of Curriculum) to set a date and time for learner to meet with them and set up 'Disciplinary Stage 3 Meeting' in ProMonitor. Panel to include another member of the management team. Administrator to be informed and invite learner and a chosen representative to disciplinary meeting. | ProMonitor Disciplinary Stage 3 Meeting/Chair Letter to invite to disciplinary meeting/Admin | ProMonitor 'Learner Meetings' |
| 3 | Learner to attend Disciplinary Meeting Stage 3 (or if not attended meeting to continue without them) and notes/outcome/evidence to be logged in ProMonitor Meeting. If outcome is 'No case to answer' this is selected in the ProMonitor Meeting and Administrator to be notified to send outcome letter. If outcome is 'Upheld' this is selected in the ProMonitor Meeting and Personal Development targets to be set for learner to action/appropriate sanctions imposed (e.g. exclusion). If applicable, review date to be set by Chair. Administrator to be notified to send outcome letter. | ProMonitor Disciplinary Stage 3 Meeting/Chair ProMonitor 'Learner Meeting'/Chair Letter to learner & uploaded onto ProMonitor Meeting/Admin ProMonitor 'Learner Meeting'/Chair ProMonitor Personal Development target/s/Chair Letter to learner and uploaded onto ProMonitor Meeting/Admin | ProMonitor 'Learner Meetings' ProMonitor 'Learner Meetings' ProMonitor 'Learner Meetings' ProMonitor 'My Targets' |
| 4 | If applicable, Tutor/Curriculum Manager to review adherence to targets set and note the outcomes of the review in ProMonitor Targets. If requirements are met the case is closed. If actions are not adhered to and there is a decision to exclude an email must be sent to the Administrator to send a confirmation letter once authorised by VP. | 'Actions Taken at Review' within ProMonitor 'My Targets' to be completed/Tutor Email to Administrator/Director | ProMonitor 'My Targets' |



APPEALS

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| 5 | Vice Principal- Curriculum Innovation, Quality and Performance hears appeal within 10 days of receipt. ProMonitor Meeting is updated with notes about the appeal and its final outcome. Outcome to be sent to Administrator to send outcome letter. | Letter confirming decision sent within 5 working days & uploaded into original meeting on ProMonitor/Admin | ProMonitor 'Learner Meetings' |
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