

Learner Disciplinary (Misconduct) Procedure

Contents

Purpose	1
Principles	1
Definitions	1
Equality and Diversity Statement	1
Code of Conduct for Learners	2
Academic Neglect	2
Gross Misconduct	2
Criminal Activity	2
Higher Education Learners – Academic Offences	3
Disciplinary Procedure	3
Reporting by Non-Teaching Staff	3
Informal stage	3
Formal Stage	3
Investigation	3
Outcome and Action	3
Mental Health / Wellbeing	4
Looked After Children	4
Learners with Educational Health Care Plans (EHCP)	4
Additional Considerations when Dealing with Learners with Learning Difficulties and/or Disabilities	4
Apprenticeship Learners (All Ages)	4
Framework	4
Stage 1 - Recorded Oral Warning	5
Stage 2 - First Written Warning	5
Stage 3 - Final Written Warning	6
Stage 4 - Exclusion from College	6
Suspension	7
Appeals	7
Record Keeping	7
Discipline Process – Misconduct	8
Discipline Process – Misconduct for Shuttleworth Residential	9
Annex A: Code of Conduct for Learners	10
Annex B: Examples of Gross Misconduct	11
Annex C: Sample Misconduct Letters	12
Notification of Written Warning (Stage 2 or Stage 3)	12
Notification of Exclusion	13
Annex D: Disciplinary Interviews	14

Purpose

At The Bedford College Group we are committed to providing a learning environment in which learners can fulfil their potential and participate freely in college activities. All staff are expected to help and support learners in achieving high standards of performance and behaviour. All members of staff have a responsibility to ensure that learner discipline is maintained.

Principles

The disciplinary procedure applies in cases of learner misconduct and is designed to:

- ensure procedural fairness
- encourage all learners to meet the standards of behaviour required by the college
- ensure consistent and just treatment for all regardless of disability, age, race, gender (sex), religion and belief, sexual orientation, gender reassignment, pregnancy and maternity
- ensure that the facts are established and the matter is investigated fully before disciplinary action is taken
- ensure that learners know what is expected of them
- ensure that learners are given access to a fair hearing.

Each case will be investigated on its own facts, and decisions will normally be based on the **balance of probability** that an incident did or did not take place.

The procedure applies to all individuals enrolled as a learner of the college. Additional considerations for dealing with learners with learning difficulties and/or disabilities are included below.

Learners have the right to be accompanied by a parent / guardian / employer or friend at all stages of the procedure, as a supporter. This would normally not be a learner on the same course. It is the learner's responsibility to contact his/her supporter. The role of the supporter is to provide moral support and ensure the learner has understood the process and any questions being asked. It is not the role of the supporter to speak on the learner's behalf. The procedure does not allow for legal representation on behalf of the learner in disciplinary interviews.

Definitions

The term 'learner' is used throughout this procedure and relates to anyone whom is enrolled at the College. This includes Study Programmes, Part Time, Higher Education and Apprenticeships.

Equality and Diversity Statement

The Bedford College Group is committed to the advancement and promotion of equality and diversity. We aim to provide a learning environment which values individuals equally regardless of disability, age, race, gender (sex), religion and belief, sexual orientation, gender reassignment, pregnancy and maternity.

It is our duty and obligation under the Equality Act 2010 to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations between different groups

This procedure will be implemented in accordance with our equality and diversity policy, and learners subject to disciplinary investigation or action will not be discriminated against or victimised on any grounds. Records of disciplinary action are monitored by race and gender.

Reasonable adjustments must be made when dealing with learners with learning difficulties and/or disabilities, for instance, allowing the learner to be accompanied by more than one person in an academic performance meeting (the procedure does not allow for legal representation on behalf of the learner).

Code of Conduct for Learners

The Code of Conduct given at Annex A sets out the college requirements for learner behaviour whilst on college premises or taking part in college activities, so that all learners know what is expected of them. It is referred to in the learner agreement and learner handbook, and should be brought to the attention of all learners at induction. The college reserves the right to investigate incidents which occur off-site if they are between two (or more) learners or learner(s) and staff.

Whilst it is not possible or desirable to lay down an exhaustive set of standards, the Code of Conduct lists the college's general expectations in terms of:

- behaviour
- attendance and punctuality
- work / study performance.

If the Code of Conduct is not adhered to, disciplinary action may be taken.

Academic Neglect

Issues relating to attendance, punctuality and academic performance should be dealt with through the college's Academic Performance Procedure.

Gross Misconduct

Gross misconduct is generally seen as serious misconduct where the college considers that it is not possible to continue to allow the learner to study at or be on the college premises.

Such action of gross misconduct, if proven, would normally result in the learner's exclusion from the college.

While it is not possible to compile a comprehensive list of offences which can be termed gross misconduct, examples which may be considered are given at Annex B.

Criminal Activity

The college reserves the right to report potentially criminal activity to the police, and/or to advise victims of such activity of their right to do so. Unless there are exceptional circumstances, such as safeguarding concerns, incidents should not be reported to the police or other external agency against the wishes of the victim.

If an incident is serious and of a criminal nature, the college reserves the right to defer disciplinary action pending the outcome of criminal proceedings, in order not to compromise any police investigation. Depending on the seriousness of the incident, it may be necessary to suspend the learner in the meantime, but this decision must not be taken lightly.

Higher Education Learners – Academic Offences

Higher Education learners committing academic offences such as plagiarism or cheating should be dealt with through this procedure. The levels of responsibility, investigation/interview procedure and possible outcomes (sanctions) are as for all other misconduct.

Learners on courses validated by the University of Bedfordshire or the University of Northampton are subject to the regulations set by the relevant validating HE institution.

Disciplinary Procedure

The following procedure should apply where learners have breached the Code of Conduct and standards expected of them whilst at college.

Reporting by Non-Teaching Staff

Where there are misconduct concerns regarding a learner, these should be reported to the Personal Achievement Tutor / Subject Personal Tutor / Training Co-ordinator, in the first instance for recording.

Informal stage

For non-serious, minor or first instances of misconduct, the Personal Achievement Tutor / Subject Personal Tutor / Training Co-ordinator or other member of staff may deal with the incident by means of an informal verbal warning. In such instances the learner must be advised:

- of the college Code of Conduct
- of the standards of behaviour expected
- that any further misconduct will be dealt with formally under the college's Disciplinary (Misconduct) Procedure.

Formal Stage

Investigation

The investigation is about **listening** to the facts.

A thorough investigation into the alleged misconduct **must** take place before a disciplinary interview is held or disciplinary action taken. This is likely to involve interviewing and gaining information from staff and learners who were involved or witnessed the alleged misconduct. Such investigations should be recorded in writing and completed in 5 working days of the alleged misconduct.

The member of staff carrying out the investigation should advise individuals being questioned of the reason for the investigation and that it may lead to disciplinary action.

Staff or learners who were witnesses have the right to choose not to take part in the investigation. Learners involved in the investigation should be advised that they may be accompanied at any investigation interview by a parent / guardian / employer or friend.

Outcome and Action

The following outcomes of the disciplinary investigation are possible:

- no case to answer
- learner offered counselling/support/mediation
- allegations appear to be substantiated and there is a case to answer.

Where the learner is found to have a case to answer, disciplinary action should be taken within the following **disciplinary framework**.

Mental Health / Wellbeing

Learners whom declare that they have mental health / wellbeing issues as reasons for academic performance concerns must be referred to the Fitness to Study Procedure and a Support Management Plan conducted prior to being taken through these procedures. A brief notice of the meeting held should be added to ProMonitor under the meeting type as 'Student Support Meeting'.

Looked After Children

Learners whom are looked after or leaving care must not receive a disciplinary warning until the Director of Learner Services (Designated Teacher for Looked After Children) has been informed.

Learners with Educational Health Care Plans (EHCP)

Learners with Educational Health Care Plans must not receive a disciplinary warning until a discussion has taken place with the Director of Progression Pathways.

Additional Considerations when Dealing with Learners with Learning Difficulties and/or Disabilities

At the Vice Principal / Director / Head of Department / Course Manager's discretion, staff may wish to:

- Involve a learner's parents / guardian / employer at an earlier stage in the process, whatever the age of the learner
- Have an additional discussion with the learner at the informal stage, before further action is taken, and allow enough time for the learner to demonstrate appropriate behaviour before moving on to the next stage
- Following an incident, monitor the situation closely for a period of up to 2 weeks
- Where learners involved in an incident come from different programme areas, arrange a meeting between the relevant tutors to discuss an appropriate way forward for all parties. This may need to be overseen by an appropriate manager
- Take account of a learner's learning difficulties and/or disabilities as mitigating circumstances when determining the outcome

Learners should be advised that they and their parents / guardian / employer may seek the advice of their Personal Achievement Tutor / Subject Personal Tutor / Training Coordinator and/or Student Services at any stage of the process.

Apprenticeship Learners (All Ages)

Apprenticeship learners committing misconduct issues should be dealt with through this procedure, but the incident should be reported by the Training Coordinator, to the employer, as it is their responsibility.

The levels of responsibility, investigation/interview procedure and possible outcomes are as for all other misconduct.

Any records of disciplinary should be recorded on OneFile by the Training Coordinator.

Framework

It is essential that the procedure is conducted by staff at the appropriate level. Failure to do this could result in any decision made being overturned on appeal. Where an incident involves learners from more than one academic area, the person leading the investigation

must interview all parties, regardless of the departments or sites in which the parties are based.

Where an investigation of alleged misconduct indicates that disciplinary action may be required, the following framework should be implemented. The stage at which action is taken will depend on the nature and severity of the alleged misconduct and, in serious cases, Heads of Department or Directors (Deputy Head / Head at The Bedford Sixth Form) may wish to proceed straight to the written warning or, exceptionally, exclusion stage. **All stages must be preceded by investigation.**

Details of all warnings will remain on the learner's file for the duration of their time at the College.

Stage 1 - Recorded Oral Warning

In cases deemed too serious for informal action, or where the misconduct persists despite an informal warning, the learner should be given a recorded oral warning.

In such instances the member of staff should:

- Arrange a date and a time to hold a disciplinary interview with the learner. Learners should be given at least five days' notice of the meeting date
- Confirm with the learner, in writing:
 - the date and the time of the disciplinary interview
 - the allegation of misconduct to be heard at the interview
 - the learner's right to be accompanied by a supporter (parent / guardian / employer or friend)
- Explain that failure to attend this meeting or make contact to rearrange may result in a decision being made in their absence
- The parent / guardian (if the learner is under 19 at the start of their course, unless they have previously withdrawn consent to contact (and Employer, if the learner is an Apprentice) must receive a copy of the letter. Make them aware of the date and the time of the meeting and the reasons for why the meeting is taking place
- Conduct the disciplinary interview in line with the guidance contained in Annex C
- If recorded oral warning is felt to be the appropriate sanction, issue the learner with an oral warning. This must be recorded on ProMonitor / OneFile
- Advise the learner that, if any future misconduct of any kind occurs, s/he will be disciplined further.

Stage 2 - First Written Warning

If further misconduct occurs or if the behaviour does not improve after a recorded oral warning, a First Written Warning can be given. Alternatively if the misconduct is deemed more serious, the Course Manager or Head of Department (Deputy Head at The Bedford Sixth Form) may proceed directly to the first written warning stage, bypassing the oral warning stage.

In such instances the Head of Department or Director (Deputy Head at The Bedford Sixth Form) should:

- Arrange a date and a time to hold a disciplinary interview with the learner. Learners should be given at least five days' notice of the meeting date
- Confirm with the learner:
 - the date and the time of the disciplinary interview
 - the allegation of misconduct to be heard at the interview
 - the learner's right to be accompanied by a supporter (parent / guardian / employer or friend)
- Explain that failure to attend this meeting or make contact to rearrange may result in a decision being made in their absence

- The parent / guardian (if the learner is under 19 at the start of their course, unless they have previously withdrawn consent to contact (and Employer, if the learner is an Apprentice) must receive a copy of the letter. Make them aware of the date and the time of the meeting and the reasons for why the meeting is taking place
- Conduct the disciplinary interview in line with the guidance contained in Annex C
- Confirm the outcome in writing to the learner within 5 working days of the disciplinary interview, sending a copy, with a covering letter, to the parent / guardian (if the learner is under 19 at the start of the course, unless they have previously withdrawn consent to contact) (and Employer, if the learner is an apprentice).
- The letter must include:
 - a clear statement of the reasons for such action
 - the conduct of behaviour and standards expected of the learner
 - an explanation that the letter will be held on the learner's file
 - the action that will be taken in the event of continued misconduct
 - the learner's right of appeal. This must be submitted in writing within 10 working days of receipt of the written warning letter.
- Record the action taken on ProMonitor / OneFile). Put a copy of other documentation relating to the investigation and action, in the Learner Information File.

The Director of Student Services (or his/her representative – normally the Personal Achievement Tutor / Subject Personal Tutor / Training Coordinator) should be present at the disciplinary interview. His/her role will be to advise on the disciplinary procedure to ensure fairness of treatment and to offer advice to aid decision-making.

Stage 3 - Final Written Warning

If further misconduct occurs following the previous warnings, a final written warning may be given. Alternatively, where serious misconduct has occurred, the learner may be given an immediate final written warning.

In such instances the steps detailed for 'first written warning' should be carried out.

Additionally the learner must be informed that further misconduct or failure to meet the conduct of behaviour and standards expected will result in the learner being excluded from college.

Stage 4 - Exclusion from College

If the learner's misconduct persists despite the final written warning, or in instances of gross misconduct (see Annex B), the learner should be excluded from college.

In such instances the steps detailed for 'written warnings' should be carried out and a disciplinary interview held.

The exclusion letter **must** state:

- the reason for the exclusion
- conditions placed on the learner's future return to college
- the learner's right to appeal to the Vice Principal - Quality. This must be done in writing within 10 working days of receipt of the exclusion or dismissal letter.

Parents / Guardians / Employers should be made aware of the Exclusion immediately, if they were not present at the meeting.

If possible, the learner's ID card should be retained.

Only a Director or a Vice Principal (Head at The Bedford Sixth Form) has the authority to exclude a learner from College. In exceptional circumstances, the Chief Executive may exercise the right to exclude.

A learner excluded for misconduct should not normally be allowed to return to college on a full-time course for the rest of the academic year in which the exclusion was imposed. If a learner breaches the terms of the exclusion, for example by being on college premises without valid reason, consideration may be given to extending the period of exclusion.

In exceptional circumstances, these conditions may be waived at the discretion of the Vice Principal - Quality.

Suspension

In cases where the alleged misconduct is serious and/or it may be detrimental to the smooth running of the course and/or college for the learner to remain on site, suspension may need to be considered while the case is being investigated.

Only a Director or a Vice Principal (Head at The Bedford Sixth Form) has the authority to suspend a learner from College.

In such cases the learner should be informed immediately of the reason for the suspension. Parents / Guardians (if the learner is under 19 at the start of their course, unless they have previously withdrawn consent to contact) / Employer must be informed of this, by telephone, immediately. This must then be confirmed in writing, with a copy to the parent / guardian (if the learner is under 19 at the start of their course, unless they have previously withdrawn consent to contact) / Employer, if an Apprentice.

If two or more learners are implicated in the alleged offence and if suspension is considered, then normally all parties should be suspended.

The period of suspension should be kept to no longer than 5 working days, (unless it is pending the outcome of criminal proceedings).

Appeals

Under the disciplinary framework, appeals are permitted at all stages except Recorded Oral Warning. The appeal must be submitted by the learner in writing to the level of manager immediately above the member of staff who conducted the disciplinary interview and issued the warning. For exclusions, the appeal would normally be to the Vice Principal - Quality. Appeals must be made within 10 working days of receipt of the warning / exclusion letter.

The manager conducting the appeal will collect written evidence from the investigation and from the person who issued the warning/exclusion. S/he will then conduct an appeal interview with the learner according to the guidelines at Annex C.

The decision will be notified in writing within 5 working days.

Record Keeping

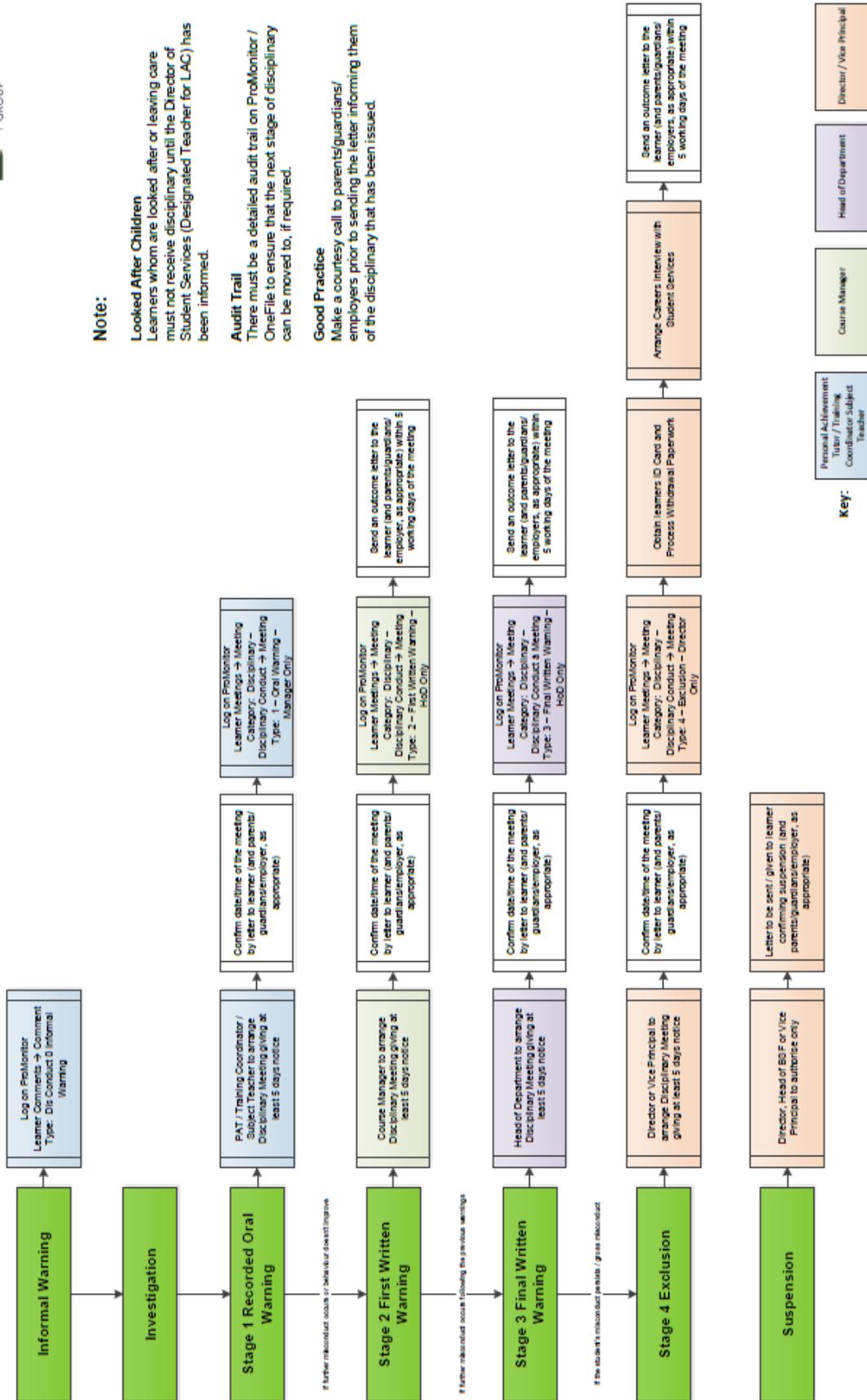
Records of disciplinary action should be kept on the Learners record for that Academic Year only. Details of recorded oral warnings, written warnings, exclusions, suspensions and appeals (copies of letters are sufficient for this) should be logged on ProMonitor / OneFile.

Final written warnings and exclusions result in a marker being placed on EBS so that Course Managers are alerted if a learner applies to go on a further course at College. Details can then be obtained from ProMonitor.

Discipline Process – Misconduct



Misconduct Performance Procedure



Note:

Looked After Children
Learners who are looked after or leaving care must not receive disciplinary until the Director of Student Services (Designated Teacher for LAC) has been informed.

Audit Trail

There must be a detailed audit trail on ProMonitor / OneFile to ensure that the next stage of disciplinary can be moved to, if required.

Good Practice

Make a courtesy call to parents/guardians/employers prior to sending the letter informing them of the disciplinary that has been issued.

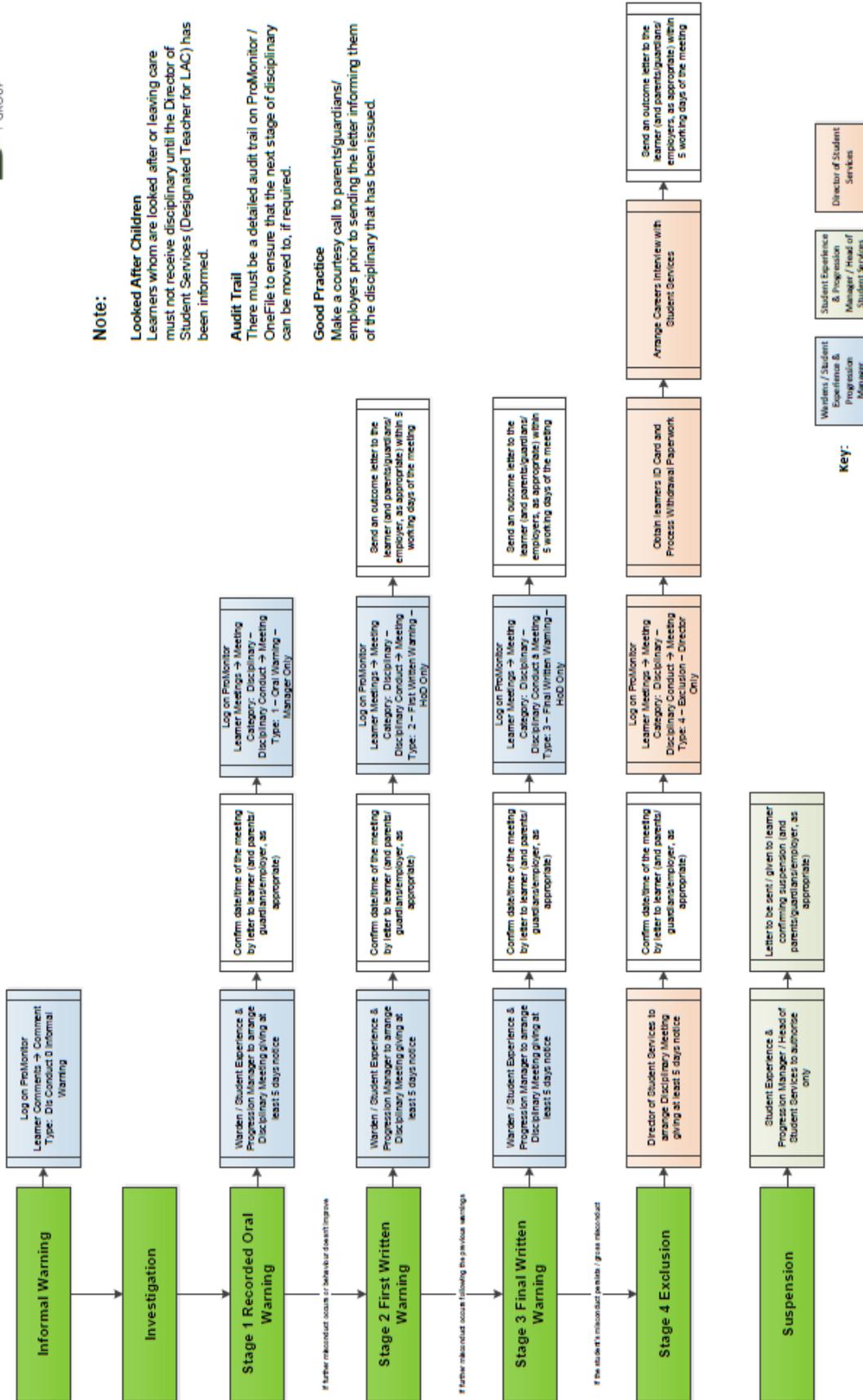
Key:

- Personal Achievement Tutor / Training Coordinator Subject Teacher
- Course Manager
- Head of Department
- Director / Vice Principal

Discipline Process – Misconduct for Shuttleworth Residential



Misconduct Performance Procedure – Shuttleworth Residential Students



Annex A: Code of Conduct for Learners

This Code of Conduct is designed to encourage all learners to meet the standards of behaviour, attendance and work performance expected by The Bedford College Group. The highlighted points below relate specifically to areas of academic performance, which should be dealt with through this procedure.

Learners of The Bedford College Group are required to:

- treat everyone with respect, and make sure that their behaviour does not discriminate against anyone or make any other person feel uncomfortable
- respect the rights and interests of other College learners, staff and visitors
- attend all required activities regularly and punctually
- explain to their tutor or lecturer any reason for non-attendance
- take personal responsibility for their own learning and make active use of the learning resources and support services provided
- work hard and complete all work within specified deadlines
- take an active part in reviewing their progress with their tutor
- seek help from their tutor or Learner Services if they need it
- act safely so that they do not put themselves or others at risk and observe all health and safety rules of the College
- wear their ID card at all times on College premises and show it, on request, to any member of the College staff – Failure to produce an ID card on three occasions will result in disciplinary action
- act with consideration for the College environment and other College users, e.g. by not spitting or dropping chewing gum and litter
- pay all fees and other costs for which they are liable, or seek advice from us if in financial difficulty
- abide by all College policies and procedures.

Learners of The Bedford College Group must not:

- behave in a disruptive, aggressive, intimidating, bullying, indecent or unruly manner
- disrupt or interfere with the education or learning of fellow learners
- display or circulate any material which is designed to cause offence or distress to others
- misuse College property and equipment, including IT or health and safety equipment
- be intoxicated while on College premises or be incapable of undertaking their course work because of excessive drinking or use of controlled substances
- smoke anywhere other than in designated smoking areas, in accordance with the College's smoke-free policy
- consume, possess or supply toxic, dangerous or controlled substances
- make or send annoying, obscene, malicious or indecent telephone calls, letters, SMS messages, text messages or emails, or place malicious, offensive or extremist materials on any electronic or social media
- cause malicious damage to, or theft of, the property of other learners, staff or visitors of the College
- use foul or abusive language
- gain unauthorised access to, or make modifications to, College files or computer material
- enter any part of the College which the learner is not entitled to access
- carry any weapon or any other object with the intention or purpose of use in a threatening way
- falsify College documents
- submit materials or work for assessment which have not been made or authorised by the individual, or which have been copied from other learners or sources without acknowledging or referencing those sources (plagiarism), or allow one's work to be knowingly plagiarised
- take part in any illegal activity
- behave in any way which adversely affects the reputation of the College.

Annex B: Examples of Gross Misconduct

Gross misconduct is generally seen as serious misconduct where the college considers that it is not possible to continue to allow the learner to study at or be on the college premises.

Such action of gross misconduct, if proven, would normally result in the learner's exclusion from the college.

While it is not possible to compile a comprehensive list of offences, the following examples may be termed gross misconduct.

- Theft or unauthorised possession of any property or facilities belonging to the College or any member of staff or learner
- Serious damage deliberately sustained to the property of the college, learners, staff or members of the public
- Deliberate falsification of college documentation, records and course work
- Serious negligence which causes unacceptable loss, damage or injury
- Violent, dangerous or intimidatory conduct, including carrying or use of weapons
- Deliberate violation of the college's rules and procedures concerning health and safety
- Incapacity owing to the consumption of alcohol or misuse of drugs (Any prescribed medical treatment or condition will be taken into account when determining what action is appropriate)
- Serious misuse of college property or equipment, including use of photocopiers, phones, faxes and other IT equipment for personal purposes without prior agreement
- Harassment, victimisation or discrimination against another learner or staff member on any grounds, including age, disability, ethnic origin, gender, sexual orientation, marital status, religion or belief
- A criminal offence which may adversely affect the college's reputation or the learner's suitability to continue on the course, e.g. the supply or purchase of illegal substances
- Repeated breaches of the Code of Conduct.

Annex C: Sample Misconduct Letters

Notification of Written Warning (Stage 2 or Stage 3)

Date

Name

Address

Dear **(Name)**

Following the Misconduct meeting which you attended with **(name of staff member)** on **(day) (date)**, this letter serves as a **(Stage 2 First Written/Stage 3 Final Written)** Warning. The College has taken this action because **(state reasons for decision)**.

The College expects **(state standards expected)**.

Your performance against the standards expected will now be monitored for the next 30 days. If there is no improvement in your performance, the College will taking further action. A copy of this letter will be kept on your records for this academic year.

If you wish to appeal against this decision you should do so in writing to **(name of staff member to whom appeal should be made)**. This should be received no later than 10 working days from receipt of this letter and should state the reasons for your appeal.

Yours sincerely

(Name)

(Designation)

Copy to: Parent / Guardian (If appropriate)
Employer (If appropriate)

THIS LETTER MUST BE SIGNED BY A HEAD OF DEPARTMENT OR DIRECTOR. IF THE NAMED MEMBER OF STAFF IS NOT AVAILABLE IT MAY BE SIGNED BY ANOTHER MEMBER OF STAFF AT THE SAME LEVEL

Notification of Exclusion

Date

Name
Address

Dear **(Name)**

I regret having to inform you that, following the Misconduct meeting which you attended with **(name of staff member)** on **(day) (date)**, you have been excluded from College. The College has taken this decision because **(state reasons)**.

You may reapply to The Bedford College Group in **(state timescale – there may be other conditions such as evidence of commitment to course/study)**.

If you wish to appeal against this decision you should do so in writing to Emma Lowe, Vice Principal. This should be received no later than 10 working days from receipt of this letter and should state the reasons for your appeal.

Yours sincerely

(Name)
(Designation)

Copy to: Parent / Guardian (If appropriate)
Employer (If appropriate)

THIS LETTER MUST BE SIGNED BY THE DIRECTOR OR VICE PRINCIPAL. IF THE NAMED MEMBER OF STAFF IS NOT AVAILABLE IT MAY BE SIGNED BY ANOTHER MEMBER OF STAFF AT THE SAME LEVEL.

Annex D: Disciplinary Interviews

The disciplinary interview is about **challenging and checking** the facts gathered during the investigation and giving the learner the **opportunity to respond**. Natural justice gives learners the right to a fair hearing.

Disciplinary interviews should normally be chaired by the Head of Department, Director or Vice Principal (Deputy Head / Head at The Bedford Sixth Form). The interview must be conducted in a formal manner with the aim of gaining further information about the alleged misconduct so that an informed decision can be made with regard to disciplinary action. Notes should be taken and subsequently written up as a record of the disciplinary interview.

The Director of Student Services or his/her representative (usually a Personal Achievement Tutor / Subject Personal Tutor / Training Coordinator) may be requested to be present at the interview. His/her role will be to advise on the disciplinary procedure, ensure fairness of treatment and to offer advice to aid decision-making. The decision-maker is the Chair.

The Chair may also request the investigator to be present.

Learners have the right to be accompanied by a parent / guardian / employer or friend to support them in the interview. The procedure does not allow for legal representation on behalf of the learner in disciplinary interviews.

Evidence gained from the disciplinary investigation should be presented in writing and be available at the interview. The Chair should have this in advance to use in preparation for the interview.

The Chair may seek further clarification of issues raised in the investigation by speaking to witnesses or other parties involved in the investigation. This clarification may take place before, during or after the disciplinary interview.

The Chair should use the following procedure to conduct the interview:

- Explain the procedure to be followed and confirm that all present understand
- Read out the complaint or allegation against the learner
- Present the case against the learner. This may be done by another member of staff (possibly the investigator) or by the Chair him/herself
- Ask the learner if s/he has any questions
- Clarify any issues you have as Chair
- Ask the learner to present his/her case
- Ask any questions you have of the learner
- Ask any member of staff presenting the case against the learner if s/he has any questions of the learner
- Check that the learner or others present have no further points of information that they wish to put forward
- Inform the learner that a decision will be made after the meeting and that they will be notified in writing of the outcome, then ask him/her (and any persons accompanying him/her) to leave the room. The decision should be confirmed in writing within 5 working days of the disciplinary interview.

Explain that failure to attend this meeting or make contact to rearrange may result in a decision being made in their absence.