

GRIEVANCE & DISCIPLINARY PROCEDURE POLICY

S L Drama Academy CIC

1. Introduction & Purpose

S L Drama Academy CIC is committed to providing a safe, nurturing, and creative learning environment for all pupils. We believe every child has the right to be heard and supported.

This policy sets out clear procedures for addressing grievances and disciplinary matters involving pupils, staff, parents/carers, and home schools.

Our approach is:

- Child-centred – all decisions are made in the best interests of the child.
- Safeguarding-first – concerns are addressed in line with Keeping Children Safe in Education (KCSIE).
- Fair and transparent – processes are clearly defined, timely, and consistent.
- Collaborative – recognising the vital role of home schools, parents/carers, and external partners.

2. Scope

This policy applies to:

- Pupils – when raising concerns about provision or treatment.
- Parents/carers – when raising concerns about their child's experience.
- Staff – in relation to grievances about work or disciplinary issues.
- Home schools – where concerns affect pupils placed with us.

3. Grievance Procedure

3.1 Informal Resolution

- Pupils may raise concerns with a trusted adult (facilitator, mentor, or Designated Safeguarding Lead).

- Parents/carers should raise concerns directly with the lead facilitator or Head of Provision.
- Staff should speak with their line manager in the first instance.

Where possible, concerns should be resolved informally through discussion and agreed actions.

3.2 Formal Grievance

If issues cannot be resolved informally, a formal grievance can be raised in writing.

Steps:

1. Submit grievance in writing to the Head of Provision.
2. Acknowledgement within 5 working days.
3. Investigation conducted by an impartial manager.
4. Formal meeting held within 10 working days.
5. Written outcome provided within 5 working days of the meeting.

3.3 Appeals

- Appeals must be submitted in writing within 10 working days of the outcome.
- Appeals will be heard by a senior leader not previously involved.
- The final decision will be provided in writing within 10 working days.

4. Disciplinary Procedure

4.1 Principles

- Disciplinary action will always be fair, proportionate, and safeguarding-led.
- Pupils will never be subject to punitive discipline that undermines their dignity or safety.
- Staff disciplinary action may include safeguarding breaches, misconduct, or gross misconduct.

4.2 For Pupils

- Stage 1 – Informal discussion: staff address behaviour with restorative approaches.
- Stage 2 – Recorded warning: parents/carers and home school informed.
- Stage 3 – Formal review: Head of Provision meets with parents/carers and home school.
- Stage 4 – Withdrawal of placement (rare): only after all support options have been exhausted.

4.3 For Staff

- Stage 1 – Informal support and supervision.
- Stage 2 – Formal investigation and written warning (where appropriate).
- Stage 3 – Final written warning.
- Stage 4 – Dismissal (gross misconduct only, following due process).

Safeguarding concerns will always be reported to the DSL at S L Drama Academy CIC and the DSL at the home school. Where appropriate and in line with statutory guidance, the DSL may escalate concerns to the Local Authority Designated Officer (LADO).

4.4 For Parents/Carers & Home Schools

Where parents, carers, or home schools breach expectations (e.g., unsafe conduct, failure to support agreed plans):

- Step 1 – Informal discussion with the Head of Provision to identify concerns and agree next steps.
- Step 2 – Written notice setting out the concerns, required actions, and support available.
- Step 3 – Review meeting involving parents/carers, the home school, and S L Drama Academy CIC to assess progress and safeguarding needs.
- Step 4 – Withdrawal of place (last resort) may be considered only where safeguarding or welfare cannot be assured despite all reasonable efforts. This decision will always be made in consultation with the home school and safeguarding partners.

5. Roles & Responsibilities

- Staff – to listen to children, act promptly on concerns, and follow procedures.
- Parents/Carers – to support resolution of issues and uphold partnership working.
- Head of Provision – to oversee fair investigations and ensure safeguarding compliance.
- Home Schools – to remain actively involved in resolving concerns and ensuring continuity of provision.
- Directors – to monitor the policy, hear appeals, and ensure accountability.

6. Communication & Records

- Outcomes of grievances or disciplinary processes will always be shared with parents/carers and home schools.
- Accurate records will be kept securely and confidentially, in line with GDPR.
- Any safeguarding concerns identified will be escalated to the DSL and relevant external agencies.

7. Review

Review of this Policy	October 2025
Next Review Date	October 2026
Reviewed By	Anna Malik
Position/Role	Director, S L Drama Academy CIC