



Disciplinary Procedures Policy Statement

Gala Academy has established a formal disciplinary process. This process includes three stages of warnings to address any violations of the Code of Conduct by students or parents.

Definitions

- **Student:** A person who has enrolled in a service provided by Gala Academy.
- **Athlete:** A person who is in the Greater London Elite Squad
 - For the purpose of this document, **the Student** will be used generally as reference to Student and Athlete unless otherwise stated.
- **Breach:** A violation of the code of conduct. It may be intentional or unintentional and may result in a disciplinary.
- **Chaperones:** An appointed person, by the legal person of responsibility for the student. e.g. Caretaker (nanny etc.), grandparents, elder siblings or other relatives.
- **Parent or Guardian:** Legal person who has responsibility of the student and for the purposes of this document will also include chaperones accompanying student to the classes.

Process Overview

Verbal Warning

- Incident Report: The coach or staff member will document the incident detailing the violation of the Code of Conduct.
- Private Discussion: The student and parent, guardian or chaperone where applicable, will have a private discussion with the coach to address the behaviour. The importance of adhering to the code will be emphasized.
- Action Plan: An action plan will be created to help the student improve their behaviour. This may include additional guidance, support, or specific actions to rectify the issue.
- Documentation: A record of the verbal warning and action plan will be kept on file.

Written Warning

- Follow-Up Incident: If the behaviour persists or another violation occurs, a written warning will be issued.
- Formal Meeting: A formal meeting will be scheduled with the student and parent to discuss the issues.
- Written Notice: A written notice outlining the specific violations, previous verbal warning, and expectations moving forward will be provided.
- Behavioural Contract: The student and parent may be required to sign a behavioural contract that outlines clear expectations and consequences for future violations.
- Documentation: Copies of the written warning and behavioural contract will be maintained in the student's file.

Final Warning and Possible Suspension or Expulsion

- Continued Violations: If the student continues to violate the Code of Conduct after receiving two prior warnings, a final warning will be issued.



- Serious Meeting: A formal meeting will be held involving the student, parent and Gala Academy's officer to discuss the severity of the situation.
- Final Written Notice: A final written notice will be issued, clearly stating that this is the last opportunity to correct the behaviour. It will outline potential consequences such as suspension or expulsion.
- Consequences: Depending on the nature and frequency of the violations, immediate suspension or expulsion from Gala activities may be enforced.

Important Considerations

- Immediate Action: For severe breaches of conduct, including but not limited to violence, theft, substance abuse, or endangering others' safety, Gala reserves the right to bypass the initial warnings and proceed directly to suspension or expulsion.
- Supportive Measures: Throughout the disciplinary process, Gala aims to provide support and resources to help student improve their behaviour and continue participating positively within the squad.
- Confidentiality: All disciplinary matters will be handled confidentially and professionally to protect the privacy and dignity of the individuals involved.

A handwritten signature in blue ink, appearing to be 'Gina', written over the signature line.

Signed
For and behalf of
GALA ACADEMY
Dated: 1 January 2025
Review Date: 31 December 2025

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