



“Enabling Students to Accomplish their Academic Goal”

Staff Grievance and Disciplinary Policy

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Contents:

1. Introduction.....	3
2. Purpose of the Policy.....	3
3. Scope of the Policy.....	4
4. Regulatory, Legal and Quality Assurance Framework.....	5
5. Core Principles.....	6
6. Types of Concerns and Procedure Routes.....	6
7. Grievance Procedure.....	8
7.1. Formal grievance procedure.....	8
9. Misconduct, Serious Misconduct and Gross Misconduct.....	10
10. Suspension, Safeguarding and Student Protection.....	12
11. Capability, Performance, Attendance and Related Procedures.....	12
12. Appeals.....	13
13. Confidentiality, Data Protection and Records Management.....	13
14. Equality, Reasonable Adjustments and Protection from Victimisation.....	14
15. Collaborative Provision with Liverpool Hope University and Future OfS Arrangements.....	14
16. Governance and Committee Implementation Framework.....	15
17. Roles and Responsibilities.....	16
18. Training, Monitoring, Audit and Evidence.....	18
19. Conclusion.....	18

1. Introduction

Bellmont College is committed to maintaining a positive, respectful, inclusive and professionally accountable working environment. The College recognises that staff should be able to raise concerns about their employment fairly and safely, and that conduct or performance concerns must be managed lawfully, consistently and with dignity. Effective grievance and disciplinary arrangements support staff wellbeing, institutional integrity, high quality teaching and services, and the protection of students' interests.

This policy establishes Belmont College's framework for handling staff grievances and disciplinary matters. It retains the existing College principles of early resolution, confidentiality, fairness, non-retaliation, timely investigation, the right to be accompanied and appeal rights, while strengthening the policy through clearer governance, regulatory alignment, partnership oversight and student-protection considerations.

Bellmont College currently delivers higher education provision in collaboration with Liverpool Hope University. Under this partnership, students may receive local teaching, support and services from Belmont College while the award, academic regulations and elements of academic oversight operate through Liverpool Hope University arrangements. Belmont College staff therefore play a direct role in maintaining the quality of the student experience, supporting academic delivery and upholding partnership expectations. Belmont College is also seeking Office for Students (OfS) approval for its own funding arrangements. Future regulatory or funding developments may affect governance structures, HR processes, partnership responsibilities or reporting routes. The College will manage any such change carefully, transparently and proportionately, while continuing to protect students' interests and staff rights.

This policy should be read alongside the wider College framework for staff conduct, equality, safeguarding, data protection, malpractice, risk management, student protection and quality assurance, including (*HRP2 Belmont College Employee Handbook*), (*SWP1 Belmont College Equality, Diversity and Inclusion Policy*), (*HSP1 Belmont College Safeguarding and PREVENT Policy*), (*AQP4 Belmont College Malpractice and Maladministration Policy*), (*BCP8 Belmont College Conflict of Interest Policy*), (*BCP2 Belmont College Whistleblowing and Public Concern Policy*) and (*QAH1 Belmont College Quality Assurance Handbook*).

2. Purpose of the Policy

The purpose of this policy is to provide a clear, accessible and fair process for resolving staff grievances and managing disciplinary matters at Belmont College. The policy supports informal resolution wherever appropriate, while ensuring that formal matters are handled through a structured process that is evidence-based, confidential, timely and procedurally fair.

The policy is intended to help staff understand how to raise employment-related concerns; how those concerns will be acknowledged, investigated and decided; how appeals may be made; and what support is available during the process. It also explains how disciplinary concerns will be considered, how allegations will be investigated, how hearings will be conducted, and what outcomes may be applied where misconduct is found.

The policy supports institutional accountability by ensuring that staff grievances and disciplinary issues are not treated only as individual HR matters. Where concerns may affect students, academic quality, safeguarding, operational continuity, partnership delivery, admissions, data protection, equality or institutional risk, they must be reported and monitored through the appropriate governance route.

3. Scope of the Policy

This policy applies to all academic and non-academic staff employed by Belmont College, including full-time, part-time, permanent, temporary, fixed-term and hourly paid staff. It also applies, where appropriate and subject to the terms of engagement, to agency workers, consultants, contractors, visiting lecturers, volunteers and individuals acting on behalf of the College.

The grievance elements of this policy apply to employment-related concerns raised by staff. These may include working conditions, workload, management decisions, interpersonal conflict, health and safety concerns, allegations of bullying, harassment or discrimination, breach of policy, contractual concerns, organisational change or equality, diversity and inclusion matters.

The disciplinary elements of this policy apply to concerns about staff conduct, behaviour, compliance with College requirements, misconduct, serious misconduct or gross misconduct. Where the concern is primarily about performance, capability, attendance, sickness absence, safeguarding, whistleblowing, malpractice, harassment or criminal allegations, another policy may also apply. In such cases Belmont College will determine the most appropriate procedure and may pause, transfer or coordinate processes where needed to avoid duplication and protect fairness.

This policy is not intended to prevent concerns being raised under other procedures where those routes are more appropriate, including *(BCP2 Belmont College Whistleblowing and Public Concern Policy)*, *(HSP1 Belmont College Safeguarding and PREVENT Policy)*, *(AQP4 Belmont College Malpractice and Maladministration Policy)*, *(BCP8 Belmont College Conflict of Interest Policy)* and *(SWP1 Belmont College Equality, Diversity and Inclusion Policy)*.

4. Regulatory, Legal and Quality Assurance Framework

Requirement	Relevance to this policy
Office for Students Conditions of Registration	Supports resources and support, student engagement, assessment standards, consumer protection, complaints, student protection, governance, management and harassment and sexual misconduct expectations.
Competition and Markets Authority expectations	Supports clear and fair communication, fair student-facing processes, non-misleading information and protection of students where service issues affect their experience.
UK Quality Code for Higher Education	Supports quality management, partnership working, student engagement, learning support, fair processes, staff development and continuous enhancement.
ACAS Code of Practice and employment legislation	Supports fair workplace investigations, grievance handling, disciplinary hearings, appeals, the right to be accompanied and protection from detriment.
Equality Act 2010	Supports non-discrimination, protection from harassment and victimisation, and reasonable adjustments.
UK GDPR and Data Protection Act 2018	Supports lawful, fair, secure and proportionate handling of HR records, evidence, special category data and sensitive information.
Health and safety, safeguarding, PREVENT and whistleblowing duties	Supports safe working conditions, protection from harm, safeguarding escalation and public interest disclosure routes.

Requirement	Relevance to this policy
Liverpool Hope University partnership expectations	Supports proportionate coordination where staff matters affect partnership students, academic quality, safeguarding, student support or collaborative provision.

5. Core Principles

Principle	How it is applied in this policy
Early resolution	Concerns should be addressed promptly and informally where appropriate, without preventing staff from using the formal procedure where needed.
Fairness and impartiality	All parties will be treated respectfully and decisions will be based on evidence, relevant policy and proportionate judgement.
Confidentiality	Information will be shared only with those who need to know in order to manage the matter, provide support, protect safety or comply with legal obligations.
Non-retaliation	No employee will be penalised for raising a genuine grievance or participating honestly in a procedure. Retaliation may be treated as misconduct.
Right to be accompanied	Employees may be accompanied at formal grievance and disciplinary meetings by a workplace colleague or trade union representative in accordance with legal requirements.
Consistency	Similar matters should normally be handled in a similar way, while allowing for individual circumstances, seriousness, evidence and risk.
Student protection	Where a matter may affect students, academic quality, safeguarding or continuity of study, the College will take proportionate protective action.
Record keeping	Decisions, evidence, meetings and outcomes must be documented accurately and retained securely in accordance with data protection requirements.

These principles apply to every stage of the grievance and disciplinary process. Managers must act with care, avoid prejudging outcomes and ensure that individuals are given a fair opportunity to present their position before decisions are made.

6. Types of Concerns and Procedure Routes

Bellmont College recognises that employment concerns can arise in different ways. A member of staff may raise a grievance about their own employment, a manager may

identify conduct or capability concerns, a student or colleague may raise a complaint, or an issue may emerge through safeguarding, quality assurance, admissions, risk management, whistleblowing or partnership oversight.

Concern type	Main route	Additional considerations
Workplace concern raised by a staff member	Grievance procedure under this policy	May involve informal resolution, mediation, formal investigation or appeal.
Alleged staff misconduct	Disciplinary procedure under this policy	May involve investigation, hearing, warning, dismissal or referral to another procedure.
Performance or capability concern	Capability or performance route, with this policy used where conduct is involved	Support, training, reasonable adjustments and clear objectives should be considered.
Bullying, harassment or discrimination	Grievance, disciplinary, EDI and safeguarding routes as appropriate	Must be considered with (<i>SWP1 Belmont College Equality, Diversity and Inclusion Policy</i>) and (<i>HSP1 Belmont College Safeguarding and PREVENT Policy</i>).
Safeguarding, PREVENT or student welfare concern	Safeguarding route, with disciplinary action where relevant	Immediate protective action may be required.
Malpractice, fraud or maladministration	Malpractice, whistleblowing or disciplinary routes as appropriate	Must be considered with (<i>AQP4 Belmont College Malpractice and Maladministration Policy</i>) and (<i>BCP2 Belmont College Whistleblowing and Public Concern Policy</i>).
Conflict of interest concern	Conflict of interest route, with disciplinary action where relevant	Must be considered with (<i>BCP8 Belmont College Conflict of Interest Policy</i>).
Student complaint involving staff conduct	Student complaint route and staff procedure as appropriate	Student-facing decisions must remain fair and confidential, with staff procedures handled separately where required.

Where more than one procedure may apply, the Head of Quality and Operations, Head of Professional Services and relevant senior manager will determine the most appropriate route. The College may coordinate procedures where necessary, but will

avoid unnecessary duplication and will protect the confidentiality and procedural rights of all parties.

7. Grievance Procedure

A grievance is any concern, problem or complaint raised by an employee about their employment or working environment. Examples include working conditions, workload, health and safety, interpersonal conflict, alleged bullying, discrimination or harassment, breaches of policy, contractual issues, organisational change, management decisions, equality matters or concerns about the application of College procedures.

Bellmont College encourages early discussion where this is appropriate and safe. Many concerns can be resolved through prompt communication between the employee and line manager. Informal resolution may include a private discussion, clarification of expectations, adjustment of working arrangements, mediation, facilitated discussion, further training or agreed action planning.

Informal resolution is not required where the concern is serious, where the employee does not feel able to raise the matter informally, where safeguarding or discrimination issues are alleged, or where informal action has not resolved the matter. Employees may move directly to the formal procedure where appropriate.

7.1. Formal grievance procedure

Stage	What happens	Normal timescale / evidence
1. Submit grievance	The employee submits the grievance in writing to their line manager. If the grievance concerns the line manager, it should be submitted to the Head of Professional Services, Head of Quality and Operations or CEO as appropriate. The grievance should set out the concern, relevant facts, dates, people involved, supporting evidence and the outcome sought.	Written grievance and supporting documents.
2. Acknowledge and assess	The grievance will normally be acknowledged in writing. The College will consider the nature of the concern, whether informal resolution is still appropriate, whether an investigator is required and whether any immediate action is needed.	Normally within 5 working days where practicable.

Stage	What happens	Normal timescale / evidence
3. Investigation	An impartial person will gather relevant evidence. This may include documents, emails, HR records, student-related information, witness accounts, policy records or risk information. The scope should be proportionate to the concern.	Investigation notes and evidence log.
4. Grievance meeting	A formal meeting will be arranged. The employee may explain the concern, present evidence, identify witnesses and be accompanied by a workplace colleague or trade union representative.	Normally within 10 working days of acknowledgement where practicable, or as soon as reasonably possible.
5. Outcome	The decision-maker will provide a written outcome explaining findings, reasons, actions and the right of appeal. Outcomes may include no further action, management action, mediation, apology, adjustment, training, policy review, disciplinary referral or other proportionate action.	Written outcomes normally within 5 working days of the meeting where practicable.
6. Appeal	The employee may appeal in writing if dissatisfied with the outcome or process. The appeal should set out the grounds for appeal clearly.	Appeal normally within 10 working days of the outcome.

Timescales may be extended where the matter is complex, witnesses are unavailable, safeguarding issues arise, partnership consultation is required, or further evidence is needed. Where timescales change, the employee will be informed.

8. Disciplinary Procedure

The disciplinary procedure is intended to address staff misconduct fairly and proportionately, not to punish staff without due process. The aim is to encourage improvement in conduct, protect students and colleagues, maintain institutional standards and ensure that concerns are considered consistently.

No disciplinary sanction will normally be issued until the matter has been investigated and the employee has been given an opportunity to respond. In exceptional cases, such as serious safeguarding, health and safety, fraud or gross misconduct allegations, immediate protective action may be necessary while the matter is investigated. Such action is not a disciplinary sanction and does not imply that the allegation has been proven.

Stage	What happens	Key safeguards
1. Initial review	A manager or senior postholder considers the concern, available information, urgency and whether informal management action, investigation, safeguarding action or formal disciplinary action is appropriate.	No prejudgement; consideration of immediate risk.
2. Investigation	An investigator gathers relevant evidence. The employee may be invited to an investigatory meeting. The investigation establishes facts and recommends whether there is a case to answer.	Impartiality; evidence records; reasonable opportunity to respond.
3. Written notification	If a disciplinary hearing is required, the employee will receive written notice of the allegations, possible outcomes, evidence to be considered, meeting arrangements and right to be accompanied.	Clear allegations; reasonable notice; access to evidence.
4. Disciplinary hearing	A hearing manager or panel considers the evidence, hears from the employee and any relevant witnesses, and may ask questions before deciding whether the allegation is upheld.	Right to be accompanied; fair hearing; decision based on evidence.
5. Outcome	The outcome may include no action, informal guidance, formal verbal warning, written warning, final written warning, dismissal with notice, summary dismissal for gross misconduct, demotion or other lawful and proportionate action where contractually and legally permitted.	Written reasons; warning duration; right of appeal.
6. Appeal	The employee may appeal against the outcome. Appeals will normally be heard by a senior manager or panel not previously involved.	Independent review where possible; final internal decision.

9. Misconduct, Serious Misconduct and Gross Misconduct

The examples below are not exhaustive. The seriousness of any concern will depend on the circumstances, evidence, impact, intent, risk and previous conduct. Managers should apply judgement fairly and consistently.

Category	Examples	Possible outcome
Unsatisfactory conduct / misconduct	Persistent lateness or absenteeism; failure to follow reasonable instructions; rudeness; inappropriate	Informal guidance, formal verbal warning, written warning or

Category	Examples	Possible outcome
	communication; unauthorised use of College IT systems; failure to follow administrative procedures; negligent loss or minor damage of property; failure to comply with professional standards; inappropriate use of social media.	further action depending on seriousness and recurrence.
Serious misconduct	Serious breach of policy; significant failure to follow health and safety instructions; behaviour that damages student confidence; serious rudeness, bullying or harassment; misuse of confidential information; serious operational negligence; repeated misconduct; refusal to carry out reasonable duties; conduct that risks partnership compliance.	Final written warning or dismissal depending on severity and circumstances.
Gross misconduct	Theft, fraud, bribery or corruption; physical violence; serious bullying, harassment or discrimination; serious safeguarding breach; serious breach of health and safety; being under the influence of alcohol or drugs at work where this creates risk or impairs duties; deliberate falsification of records; serious data protection breach; serious academic misconduct; deliberate damage to College property; serious breach of trust and confidence.	Potential summary dismissal without notice, following investigation and hearing.

Where disciplinary action is required, the normal staged approach is set out below. The College may begin at any stage depending on seriousness. Gross misconduct may lead to dismissal for a first offence after a fair procedure.

Misconduct type	First occasion	Second occasion	Third occasion	Fourth occasion
Unsatisfactory conduct	Formal verbal warning	Written warning	Final written warning	Dismissal
Misconduct	Written warning	Final written warning	Dismissal	Not normally applicable
Serious misconduct	Final written warning	Dismissal	Not normally applicable	Not normally applicable

Gross misconduct	Dismissal may be considered	Not normally applicable	Not normally applicable	Not normally applicable
Warning type		Normal duration		
Formal verbal warning		3 months		
Written warning		6 months		
Final written warning		12 months		

A warning may remain live for a different period where justified by the seriousness of the matter, provided this is explained in writing. Demotion, reassignment, training, restricted duties or suspension without pay should only be considered where lawful, contractually permissible and proportionate. The College will take HR advice before applying such alternatives.

10. Suspension, Safeguarding and Student Protection

Suspension may be considered where there is a serious allegation and where it is necessary to protect students, staff, evidence, the individual concerned, the integrity of an investigation or the College’s operational interests. Suspension is not a disciplinary sanction and does not imply guilt. Alternatives to suspension should be considered where appropriate, including temporary change of duties, altered reporting lines, restricted system access, supervised duties, remote working or exclusion from specific activities.

Where concerns involve safeguarding, PREVENT, harassment, sexual misconduct, serious wellbeing risk, violence, discriminatory conduct or risk to vulnerable individuals, the matter must be escalated under (*HSP1 Belmont College Safeguarding and PREVENT Policy*) as well as this policy where staff conduct is involved. Safeguarding considerations may require immediate action and may involve external agencies where legally or professionally required.

Where a grievance or disciplinary matter may affect students, teaching, assessment, admissions, student support, continuation of study or partnership delivery, the responsible manager must consider student protection measures. These may include temporary cover, communication plans, alternate teaching arrangements, student support arrangements, record checks, risk assessment or reporting through the Senior Management Team, Academic Board or Quality Committee. Student-facing action should be consistent with (*CAP1 Belmont College Student Protection Plan and Policy*) and (*QAH1 Belmont College Quality Assurance Handbook*).

11. Capability, Performance, Attendance and Related Procedures

Not every workplace concern is a disciplinary matter. Concerns about capability, performance, training needs, ill health, disability-related issues or attendance may require supportive management action, appraisal review, capability processes,

occupational health input, reasonable adjustments or wellbeing support. Belmont College will seek to use the procedure that best fits the facts and protects fairness.

Where poor performance appears to arise from lack of training, unclear objectives, workload, disability, health, stress or operational barriers, the manager should consider support, guidance, reasonable adjustments and development before disciplinary action is considered. Performance improvement should be consistent with (*HRP5 Belmont College Appraisal Guide for Employees*) and (*HRP2 Belmont College Employee Handbook*).

Where conduct and capability overlap, the College may decide which procedure should take priority. For example, deliberate refusal to perform duties may be a conduct matter, while inability to meet standards despite effort may be a capability matter. The decision should be recorded with reasons.

12. Appeals

Employees have the right to appeal formal grievance and disciplinary outcomes. An appeal should normally be submitted in writing within 10 working days of receiving the outcome, unless a different timescale is stated in the outcome letter or an extension is agreed.

The appeal should identify the grounds of appeal. These may include procedural irregularity, new evidence, disproportionate sanction, failure to consider relevant information, alleged bias, factual error or concerns about the reasonableness of the decision.

Appeals will normally be heard by a senior manager or panel not previously involved in the original decision, where reasonably practicable. The appeal may be a review of the original decision or a rehearing, depending on the circumstances. The appeal decision will be confirmed in writing and will normally be the final internal stage.

13. Confidentiality, Data Protection and Records Management

Grievance and disciplinary matters must be handled confidentially. Information should be shared only with individuals who need access for a legitimate purpose, such as investigation, decision-making, support, legal compliance, safeguarding, HR administration, committee assurance or risk management.

Records may include grievance letters, investigation plans, meeting notes, evidence, witness statements, correspondence, outcome letters, appeal documents, risk assessments, safeguarding records and committee reports. These records will be stored securely and retained in accordance with (*Bellmont College General Data Protection & Regulation (GDPR) Policy*) and any applicable retention schedule.

Where records contain student information, special category data, health information, safeguarding information or allegations of misconduct, additional care must be taken.

Committee reporting should normally use anonymised or aggregated information unless individual details are necessary for governance, legal, safeguarding or regulatory reasons.

14. Equality, Reasonable Adjustments and Protection from Victimisation

Bellmont College is committed to ensuring that grievance and disciplinary procedures are applied fairly, accessibly and without discrimination. Staff involved in these procedures must consider the Equality Act 2010 and the College's equality commitments at every stage.

Reasonable adjustments may be required for meetings, communication, evidence, representation, timescales, venue, format, health-related needs, neurodiversity, disability, language barriers or caring responsibilities. Adjustment requests should be considered sensitively and recorded appropriately. Adjustments should be made in accordance with (*SWP1 Belmont College Equality, Diversity and Inclusion Policy*) and (*SWP3 Belmont College Reasonable Adjustment and Special Considerations Policy*).

The College does not tolerate victimisation, retaliation, intimidation or disadvantage against staff who raise concerns in good faith, give evidence, act as a companion or participate honestly in a procedure. Retaliation may itself be managed as misconduct under this policy.

15. Collaborative Provision with Liverpool Hope University and Future OfS Arrangements

Bellmont College currently works with Liverpool Hope University to deliver higher education provision. Liverpool Hope University public staff information includes employee relations arrangements, conflict resolution and grievance procedures, staff disciplinary policy information and other people services policies. Belmont College remains responsible for managing its own staff in accordance with Belmont College employment procedures, while also ensuring that staff conduct, quality, safeguarding and student support remain aligned with partnership expectations.

Where a grievance or disciplinary matter relates to Liverpool Hope University-approved provision, Liverpool Hope University students, academic quality, student complaints, assessment, safeguarding, partnership governance or public information, Belmont College may need to coordinate with Liverpool Hope University. Any such coordination will be proportionate, confidential and consistent with data protection obligations, partnership agreements and student protection requirements.

As Belmont College seeks OfS approval for its own funding arrangements, HR procedures may need to adapt to future governance, regulatory, funding or reporting responsibilities. The College will review this policy during any transition and will ensure that staff are informed of relevant changes, while protecting students' interests and maintaining fair employment processes.

16. Governance and Committee Implementation Framework

Staff grievance and disciplinary matters are implemented operationally through line management and HR processes, but their wider implications are monitored through Belmont College's governance and committee structure. This ensures that individual concerns can lead to institutional learning, quality enhancement, risk reduction and student protection where appropriate.

Committee / Body	How it implements this policy
Board of Directors	Retains ultimate governance oversight for employment standards, student protection, risk, safeguarding, equality, regulatory compliance and institutional accountability.
Audit and Risk Committee	Reviews institutional risks, audit findings, data protection, business continuity, regulatory compliance and systemic issues arising from grievance and disciplinary matters.
Senior Management Committee	Coordinates operational implementation, serious cases, resources, risk escalation, student protection measures and completion of agreed actions.
Academic Committee	Reviews academic or student-facing implications where staff matters affect teaching, assessment, academic quality, standards, outcomes or Liverpool Hope University partnership delivery.
Quality Committee	Monitors themes affecting academic quality, student experience, complaints, assessment integrity, professional standards and enhancement actions.

Committee / Body	How it implements this policy
Learning and Teaching Committee	Reviews staff-related matters affecting teaching, learning, assessment, feedback, academic support and student engagement.
Recruitment, Admissions and Registry Committee	Reviews staff-related procedural issues affecting recruitment, admissions, applicant communications, records, enrolment, attendance or registry data integrity.
Student Staff Committee	Provides a student voice route where staff conduct, communication, support or delivery issues affect the student experience.
Safeguarding and PREVENT Committee	Monitors safeguarding, PREVENT, harassment, wellbeing and safety matters that overlap with staff conduct or grievances.
Equality, Diversity and Inclusion Committee	Reviews equality impact, discrimination allegations, reasonable adjustment themes, harassment concerns and inclusive employment practice.

17. Roles and Responsibilities

Role	Responsibilities
Board of Directors	Retains governance oversight of employment standards, student protection, institutional risk, safeguarding, equality and regulatory assurance.

Role	Responsibilities
Chief Executive Officer	Holds executive accountability for fair, lawful and effective staff grievance and disciplinary arrangements and escalates significant risks to the Board of Directors.
Head of Quality and Operations	Owns this policy, coordinates quality assurance oversight, regulatory alignment, case monitoring, committee reporting, data protection coordination and institutional improvement.
Head of Professional Services	Coordinates HR administration, staff guidance, operational implementation, record keeping, manager support, staff communication and consistent procedure administration.
Head of Academic Programmes	Ensures academic implications are considered where staff matters affect teaching, assessment, student support, academic quality, programme delivery or partnership arrangements.
Head of IT and Human Resources	Supports secure employment records, access control, HR systems, staff development, information security and employment processes linked to cases.
Line Managers	Support early resolution, maintain respectful working relationships, document concerns, apply procedures consistently, seek guidance and prevent retaliation or victimisation.
Investigators and Hearing Managers	Act impartially, consider relevant evidence, maintain confidentiality, provide a fair opportunity to respond, record reasons and reach proportionate decisions.

Role	Responsibilities
Employees and all staff	Raise concerns promptly and honestly, engage respectfully with procedures, provide accurate information, maintain confidentiality, comply with College policies and protect students, colleagues and institutional integrity.
Liverpool Hope University	Works with Belmont College through agreed partnership routes where staff matters affect partnership students, academic quality, safeguarding or collaborative provision responsibilities.

18. Training, Monitoring, Audit and Evidence

Bellmont College will provide appropriate briefing or training for managers and staff involved in grievance and disciplinary processes. Training may cover ACAS principles, fair investigation, equality and reasonable adjustments, safeguarding, harassment, data protection, confidentiality, record keeping, student protection, partnership obligations and committee escalation.

Monitoring will include an anonymised review of grievance themes, disciplinary themes, outcomes, appeals, timescales, equality issues, safeguarding overlaps, student impact, staff feedback, training completion, HR record quality and committee actions. The College will use this information to strengthen management practice, prevent recurrence and improve the working and learning environment.

Evidence retained may include policy approval records, training records, case logs, investigation reports, outcome letters, appeal records, anonymised trend reports, committee minutes, risk register entries, safeguarding records, equality impact reviews and action plans. Personal data will be handled securely and proportionately in accordance with (*Bellmont College General Data Protection & Regulation (GDPR) Policy*).

19. Conclusion

Bellmont College is committed to a working environment in which staff are treated with dignity, concerns are heard fairly, misconduct is managed proportionately, and institutional decisions are made transparently and consistently. Effective grievance and disciplinary procedures are essential to staff confidence, student protection, academic quality, safeguarding, partnership delivery and public trust.

Through this policy, the College provides clear routes for informal resolution, formal grievance handling, disciplinary investigation, hearings, outcomes, appeals, record keeping, equality consideration and governance oversight. The policy ensures that individual matters are handled confidentially and fairly, while allowing systemic learning to inform staff development, quality assurance, risk management and continuous improvement.

Bellmont College will continue to work within its current Liverpool Hope University partnership while preparing for possible future OfS approval and funding arrangements. Any future changes to HR governance, reporting, partnership processes or regulatory requirements will be managed carefully and communicated appropriately, with staff fairness and students' interests remaining central to institutional decision-making.

Bellmont College Staff Grievance and Disciplinary Policy					
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