**Disciplinary Pathway**

Will be used if a pilgrim (either staff or young person) is seen to be in significant or continual breach of the pilgrimage commitment:

* Step 1 Continual minor lapses from acceptable standards of behaviour.

Informal conversation with pilgrim with reason for conversation noted, dated and timed. Coach staff may feel it appropriate to take small scale actions such as more regular monitoring on duties, nights off or in free time. Warning given of next steps.

* Step 2 Further lapses of acceptable standards of behaviour.

Verbal warning issued to pilgrim. In the case of young person, parents informed that this has happened. Reasons for warning will be noted, along with date and time of warning. Warning given of next steps.

* Step 3 Serious misconduct, or a significant escalation from Step 1 and Step 2.

Final written warning issued to pilgrim. In the case of young person, parents informed that this has happened. Reasons for warning will be noted, along with date and time of warning. Warning given of next and final step.

* Step 4 Further escalation from Step 3; or serious misconduct/gross misconduct.

For example (but not restricted to), behaviour that, intentionally or not, causes or could have caused significant harm to others, significant damage to property, or significant harm to the reputation of the Pilgrimage, or for the possession of drugs, illegal substances or alcohol when not permitted in the rules.

For Staff:

Discussion to take place with staff member and representatives from Diocesan trustees about the next step that will have to be taken. This discussion will include various options depending on the nature of the disciplinary breach, such as: remaining in Lourdes but not as a member of the youth pilgrimage, remaining in Lourdes but not as a member of the diocesan pilgrimage, asking staff member to return home at own expense.

For Young Person:

Discussion to take place with pilgrim and parents about the next step that will have to be taken. This discussion will include various options, such as: moving coach, asking parents to travel to Lourdes, a member of staff escorting the pilgrim home. This would be a discussion about what is best for the young person, the wider coach and the whole pilgrimage.

This full process may be suspended in cases of breaches of safeguarding policy or gross misconduct.