



# Discipline Policy

<b>Issue Date</b>	February 2026	<b>Reference</b>	P/026
<b>Next Review Due</b>	February 2027	<b>Review Cycle</b>	Annual
<b>Reviewing Panel</b>	Board of Trustees		
<b>Applicability</b>	Executive Committee Trustees Members Customers		

## 1. Abstract

- 1.1. Josephine Butler Junior Common Room CIO (“the JCR”) is a registered charity, established for the public benefit and the advancement of education of students at Josephine Butler College.
- 1.2. This policy outlines the approach that the JCR shall take regarding disciplining its members, volunteers, and customers.
- 1.3. The JCR seeks to maintain its high standards and uphold its reputation, and strives to hold all employees, volunteers, and members accountable for their actions.
- 1.4. The JCR reserves the right to liaise with Josephine Butler College and Durham University on disciplinary matters as it deems appropriate.
- 1.5. Disciplinary action taken against a person or persons by the JCR does not preclude other actions taken by Durham University.
- 1.6. The JCR’s Safeguarding Policy (P/006) shall take precedence over this Discipline Policy and should be referred to in all matters relating to safeguarding.
- 1.7. This Discipline Policy is based off the St John’s Common Room Discipline Policy, and the St Cuthberts Society JCR Discipline Policy.

## 2. Scope of this Policy

- 2.1. The JCR takes primary responsibility for taking disciplinary action against JCR members or volunteers for actions committed at a JCR-ran activity.
- 2.2. The JCR does not take responsibility for behaviour outside of JCR activities, provided that this behaviour does not constitute reputational damage to the JCR.
- 2.3. This Discipline Policy is not applicable to employees of the JCR, as they are subject to employment law.
- 2.4. The JCR has several policies, particularly the Code of Conduct (P/015), which outline expected standards of behaviour and fairness from JCR members, volunteers, customers, and employees.

- 2.5.If any JCR member or volunteer is found to be breaking the Code of Conduct (P/015), or any other JCR policies and procedures, they may be subject to disciplinary action under this Discipline Policy.
- 2.6.Non-JCR members (customers) can attend JCR events and participate in JCR sports and societies. Whilst taking part in these activities, they will be required to follow JCR policies and procedures, including the Code of Conduct (P/015).
- 2.7. Should the actions of non-JCR members (as customers of the JCR) be in violation of the JCR Code of Conduct (P/015), or other relevant JCR policies and procedures, during their engagement with JCR events and activities, the JCR may be required to take disciplinary action against them, as outlined in this Discipline Policy.
- 2.8.JCR members may report breaches to JCR policies and procedures, including the JCR Code of Conduct, under the Complaints Policy (P/009). Following investigation under the Complaints Policy (P/009) and this Discipline Policy, disciplinary action may be taken.
- 2.9.Josephine Butler College and/or Durham University may, at times, advise the JCR to take or enforce disciplinary action.
- 2.10. Any incidents of criminal behaviour will be escalated to the police.

### **3. Sports, Societies & Committees (SSCs)**

- 3.1. Members of Sports, Societies, & Committees (SSCs), like all JCR members, volunteers, and customers, must follow the Code of Conduct (P/015) and other JCR policies and procedures, and are held responsible for their actions, during JCR activities, under this Discipline Policy.
- 3.2.Sports, Societies, and Committees may face disciplinary action as a group, should they collectively violate the JCR Code of Conduct (P/015), and/or other JCR policies and procedures.
- 3.3.Members of the sport, society, or committee executive, may be held accountable, and face disciplinary action, should violations of JCR policies occur as part of their activities, or as a collective at other JCR events.

- 3.3.1. Social secretaries, or individuals hosting or organising socials (or other similar events) will be held accountable for violations of JCR policies and procedures at sport, society, or committee socials or events.
  - 3.3.1.1. Individual participants in sport, society, or committee socials or events may be subject to remedial costs where physical damage has been incurred to JCR assets.
- 3.3.2. Sport, society, or committee presidents will be held accountable for violations of JCR policies and procedures at sport, society, or committee sessions (e.g. training sessions, fixtures, meetings).
- 3.4. Individuals ultimately remain responsible for their conduct, including at sport, society, and committee activities, and will be held accountable for individual violations of JCR policies and procedures.
  - 3.4.1. Witnesses are encouraged to report violations to JCR policies and procedures using the Complaints Policy (P/009) to avoid disciplinary action against the sport, society, or committee as a collective, or against members of the exec.

## **4. Disciplinary Bodies**

- 4.1. There are three bodies in the JCR with the authority to decide on and enact disciplinary action: the JCR President, the JCR Disciplinary Panel, and the Board of Trustees.
- 4.2. Josephine Butler College and/or Durham University may, at times, advise the JCR to take or enforce disciplinary action.

## **5. The JCR President**

- 5.1. The JCR President is expected to deal quickly and informally, in most instances, with disciplinary matters, but may escalate to the JCR Disciplinary Panel where appropriate.
- 5.2. Any member subject to potential disciplinary action must attend a meeting with the JCR President before receiving any disciplinary

action. Members are permitted to bring an additional person of their choice to this meeting for support

- 5.3. The JCR President may unilaterally take any of the following disciplinary actions against a JCR member:
  - 5.3.1. Demand for a written apology
  - 5.3.2. Community service
  - 5.3.3. Appropriate remedial training courses
  - 5.3.4. Suspension from a JCR SSC (up to 2 terms)
  - 5.3.5. Barring from JCR social events (up to 2 terms)
  - 5.3.6. Any other disciplinary action which could reasonably be considered commensurate in magnitude with the actions listed above.
- 5.4. The JCR President may not unilaterally enforce sanctions more severe than the disciplinary actions listed above. Major disciplinary measures as defined by 6.2.2 may only be taken by the decision of a JCR Disciplinary Panel or, where appropriate, the Board of Trustees (see section 7).
- 5.5. Where a conflict of interest or loyalty exists, or may reasonably be perceived to exist, in a disciplinary matter, the JCR President should recuse themselves from the disciplinary process and refer the matter to the JCR Disciplinary Panel.
- 5.6. The JCR President may refer any case directly to the JCR Disciplinary Panel if they believe it is appropriate, even if the matter in question is routine or non-major.
- 5.7. The JCR President will inform those affected by their disciplinary action of their right of appeal and the appeals process (see Section 8).

## **6. JCR Disciplinary Panel**

- 6.1. Constitution of the JCR Disciplinary Panel:
  - 6.1.1. The JCR Disciplinary Panel will usually consist of 4 people.
  - 6.1.2. These will usually be the JCR President, the Compliance & Governance Officer, the JCR Chair, and the Vice President,

provided that the Vice President is not a member of the Board of Trustees.

6.1.2.1. If the Vice President is a member of the Board of Trustees, a replacement panel member who is not a trustee will be chosen as per 6.1.3.

6.1.3. Replacement panel members shall first be the FACSO, followed by the Welfare Officer(s), EDI Officer, International Officer, Publicity Officer, Social Chair, Tech Director, Treasurer, JBs Officer, Societies Officer, Sports Officer.

6.1.4. The JCR President will normally chair the Panel. If the JCR President is not chairing the panel, the Compliance & Governance Officer, then the JCR Chair shall chair the Panel, then the officers listed in 6.1.3. in the order presented.

6.1.5. A representative of Josephine Butler College may be invited to sit on the panel as an additional, non-voting member.

6.1.6. All members of the Panel shall declare any interests affected by the disciplinary matter and their relationships to all parties involved in the disciplinary matter. Where a conflict of interest or loyalty exists, or could reasonably be perceived to exist, thereby bringing the process into disrepute, that person shall not sit on the panel.

6.1.7. Where the panel is hearing an appeal against the disciplinary decision of the JCR President, the JCR President shall not sit on the panel.

6.1.8. The JCR Chair will normally chair the Panel in the instance the Panel is sitting in appeal.

## 6.2. Scope of the JCR Disciplinary Panel

6.2.1. The JCR Disciplinary Panel is intended to provide a robust, formal process to deal with serious / contentious / complex disciplinary matters.

6.2.2. The Panel is vested with the authority to take major disciplinary measures up to and including:

6.2.2.1. Change to a policy or procedure

6.2.2.2. Remedial costs

- 6.2.2.3. Suspension of office
- 6.2.2.4. Suspension of membership
- 6.2.2.5. Ban from attending an SSC
- 6.2.2.6. Suspension of an SSC
- 6.2.2.7. Ban from attending JCR social events
- 6.2.2.8. Ban from running for JCR positions
- 6.2.2.9. Removal of person from a position of responsibility within an SSC
- 6.2.2.10. Abolition of an SSC
- 6.2.2.11. Removal of office
- 6.2.2.12. Removal of JCR membership
- 6.2.2.13. Any other disciplinary action which could reasonably be considered commensurate in magnitude with the actions listed above.

6.3. Process:

- 6.3.1. The JCR Disciplinary Panel should convene at the earliest possible opportunity following recommendation by the Complaints Officer or JCR President.
- 6.3.2. Reports of disciplinary matters escalated to the JCR Disciplinary Panel will be notified to the Board of Trustees.
- 6.3.3. All those involved in the panel must be given at least 48 hours' notice of the time and place of any JCR Disciplinary Panel hearing.
- 6.3.4. The Panel will request written statements from those involved in the matter prior to the hearing.
- 6.3.5. The Panel must inform all those they request written statements from and all those who participate in the hearing how their evidence will be used, retained and destroyed as per 7.4.
- 6.3.6. A reasonable time period, of one week or more, must be given for the preparation of written statements to the panel.
- 6.3.7. The Panel may choose to ask all participants in a hearing to sign a document promising that they will keep the confidentiality of the hearing.

- 6.3.8. Notes should be taken of the proceedings of JCR Disciplinary Panel hearings including evidence presented and answers to questions. Notes must be taken by an independent third party who will not form part of the panel, but must be either a member of the JCR Executive, a member of the Board of Trustees, or a member of Josephine Butler College staff.
- 6.3.9. The Panel may choose to take evidence from those involved in a matter in separate sittings.
- 6.3.10. Participants in a hearing are permitted to bring an additional person for support. Whilst they may provide emotional support to the participant, they will not attend in a capacity as a legal representative.
- 6.3.11. Those involved in the matter shall be given all reasonable rights to reply to evidence presented.
- 6.3.12. The panel will give a written judgement. All those involved in the hearing should be shown the judgement.
- 6.3.13. The ruling of the panel must be unanimous.
- 6.3.14. From the passing of the judgement, there is a 10-day period to lodge an appeal. After this period, requests for an appeal will not, under normal circumstances, be permitted. (see Section 8)

#### 6.4. Data protection, evidence and confidentiality

##### 6.4.1. Evidence

- 6.4.1.1. All evidence submitted to the panel is confidential to the proceedings of the hearing.
- 6.4.1.2. All evidence submitted to the panel and all notes from the proceedings are to be stored in a secure cloud storage location, only accessible to authorised parties, in accordance with the JCR GDPR, Data Protection, and Privacy Policy (P/003).
- 6.4.1.3. All evidence submitted to the panel and all notes from the proceedings are to be retained until 31<sup>st</sup> July in the following academic year, which is a reasonable time frame for analysis and review, or within two weeks of the student ceasing to be a member of Durham

University (whichever comes later), after which date they will be permanently deleted.

6.4.1.4. It is the responsibility of the JCR President and the Compliance & Governance Officer to regularly review all such documentation and ensure deletion dates are adhered to. This may be subject to audit by the Chair of the Board of Trustees, or another member of the Board nominated by the Chair, at any time.

#### 6.4.2. Judgement

6.4.2.1. The written judgement of the panel should include a clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved (the hearing), and details of any action taken and decisions reached.

6.4.2.2. The judgement should normally be made available to view to all those involved in the hearing.

6.4.2.3. The judgement shall be stored in a secure cloud storage location, only accessible to members of the panel, in accordance with the JCR GDPR, Data Protection, and Privacy Policy (P/003).

6.4.2.4. The judgement shall be retained until 31<sup>st</sup> July in the following academic year, which is a reasonable time frame for analysis and review, or within two weeks of the student ceasing to be a member of Durham University (whichever comes later), after which date they will be permanently deleted.

6.4.2.5. It is the responsibility of JCR President and the Compliance & Governance Officer to regularly review all such documentation and ensure deletion dates are adhered to. This may be subject to audit by the Chair of the Board of Trustees, or another member of the Board nominated by the Chair, at any time.

6.4.2.6. In cases where the disciplinary matter relates to a team, club or society, it may be appropriate for the Panel to release a statement regarding the judgement.

In such cases common sense should be applied. Any public statement may be based on the judgement but should not compromise the confidentiality of evidence given to the hearing or the confidentiality of those who have submitted evidence.

## **7. The Board of Trustees**

- 7.1. The Board of Trustees has ultimate responsibility for the JCR and may, in accordance with the charity's Constitution and Standing Orders, exercise any disciplinary action it deems in the best interests of the charity.
- 7.2. The Board's role in JCR discipline for volunteers and members shall in normal circumstances be limited to its role as the body of final appeal for those appealing a decision of the JCR Disciplinary Panel.
- 7.3. In exceptional circumstances, such as in matters of Safeguarding, the Board of Trustees may take direct responsibility for serious disciplinary matters instead of the JCR Disciplinary Panel.
- 7.4. The Board of Trustees, alongside the JCR President, will also take direct responsibility for disciplinary action in the instance that it has been recommended by Josephine Butler College and/or Durham University staff.
- 7.5. Furthermore, in any matter where the JCR President or JCR Disciplinary Panel believes there to be an underlying Safeguarding issue related to any disciplinary matter, they are obliged to inform the Chair of the Board of Trustees (or their deputy) immediately and take no further action until the Chair (or deputy) has responded.
- 7.6. The Board shall deliver its judgement on disciplinary matters in the form of a written resolution.
- 7.7. The Chair of the Board of Trustees, or their deputy, is the first point of contact on the Board for disciplinary matters.
- 7.8. The Chair of the Board of Trustees may choose to convene a sub-committee to rule on the matter provided it meets the Board's quorum.

7.8.1. This sub-committee should not include any trustees who sat on the JCR Disciplinary Panel regarding the same matter.

## **8. Appeals**

- 8.1. Subjects of disciplinary action may only appeal if they have evidence of either procedural irregularity in the handling of the complaint, or new relevant evidence which could not reasonably be expected to have been available to the disciplinary bodies during the investigation. For the avoidance of doubt, there are no grounds for appeal if the complainant disagrees with the outcome or disagrees with the recommendation of effective remedy.
- 8.2. If the subject of disciplinary action by the JCR President wishes to invoke their right of appeal they may do so within 10 days of the JCR President's ruling by writing to the JCR Chair (butler.chair@durham.ac.uk) who will then convene the JCR Disciplinary Panel to consider the matter.
- 8.3. 8.2. If the Chair is unavailable, the FACSO (butler.facso@durham.ac.uk) should be contacted.
- 8.4. If the subject of disciplinary action by the JCR Disciplinary Panel wishes to invoke their right of appeal they may do so within 10 days of the panel's judgement by writing to the Chair of the Board of Trustees (trustees.chair@butlerjcr.com).
- 8.5. If the Chair of Trustees is unavailable, another external trustee should be contacted. Please enquire with the Compliance & Governance Officer or any Student Trustees in this scenario.
- 8.6. The Board of Trustees is the final body of appeal.

## **9. Failure to Abide by Disciplinary Action**

- 9.1. Failure to abide by disciplinary action taken will result in a written warning from the JCR President or the Board of Trustees.
- 9.2. Failure to abide by disciplinary action following the receipt of a written warning is a serious disciplinary offence and will result in a

JCR Disciplinary Panel hearing to revoke the person in question's membership without reimbursement and ban them from engaging in JCR activities.

## 10. Implementation

- 10.1. The Chair of the Board of Trustees, or their deputy, and the JCR President, will ensure that this policy is brought to the attention of JCR members and will ensure they shall understand how the disciplinary process works within the JCR.
- 10.2. The Board of Trustees shall monitor the implementation of this policy.

## 11. Approval & Review

- 11.1. This Discipline Policy was prepared in January 2026 by the JCR President on behalf of the Board of Trustees.
- 11.2. This policy shall be reviewed every year by the Board of Trustees, in consultation with the JCR President, and the JCR Executive Committee.

**This Discipline Policy has been approved by the JCR President, and the Board of Trustees.**

Signed David Evans  
Signature



Dated Date 21/02/26  
Position **Chair, Board of Trustees**

Signed Joshua Barrett  
Signature

Dated Date  
Position **JCR President (2025-26)**