Disciplinary and Sanctions Procedure

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Owner	Governing Board
Review	Every 3 years, or sooner if requirements change

> Issued by BFS management as an interim edition. It will be reviewed and ratified by the Governing Board at its first meeting after the committees are constituted.

1. Grounds

- Breach of the Code of Ethics and Professional Conduct or the Scope of Practice
- Misuse of certificates, the BFS name or marks
- Dishonesty in an application, examination, CPD declaration or audit
- Failing to meet surveillance or recertification requirements
- A criminal conviction or finding by another body that is relevant to safe practice
- Supplying, recommending or advising on prohibited substances or methods

2. Process

1. Initial assessment: is there a case to answer under BFS rules?
2. Notice: the person or provider receives the allegation and evidence in writing.
3. Response: at least 15 working days to respond in writing; a hearing may be held on request.
4. Decision by the Complaints and Disciplinary Panel, with reasons, in writing.
5. Appeal to the Appeals Panel within 30 days.

3. Interim suspension

Where there is a serious and immediate risk to public safety, the chair of the Certification Committee may suspend a certification for up to 3 months while the case is investigated. This is not a finding of guilt.

4. Sanctions

Sanction	Effect
No further action	Case closed
Advice	Written guidance; not shown on the register
Warning	Kept on file for 2 years; not shown on the register
Conditions	Must complete specified CPD, supervision or corrective action by a date
Suspension	Certificate may not be used; shown as "Suspended" on the register for the period
Withdrawal	Certification ends; shown as "Withdrawn"; certificate must be returned; reapplication not before a set date

5. Proportionality

Sanctions are proportionate to the seriousness, the risk to the public, and any insight or remediation shown. Decisions are consistent with earlier comparable cases.