**SECTION A**

**SAFETY and/or PROFESSIONALISM**

**Record of Warnings Given**

This should be completed by the educator with any entries dated and signed by both the student and educator.

**Separate forms should be used for different issues.**

The visiting tutor **must** be notified by telephone or email of any warnings given.

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| **FIRST WARNING**  (This should be given if there is a significant incident or if a student does not respond to feedback)  **Reason for first warning:**  **Action Taken:**  **Action Plan:** | |
| Signed (Educator) | Date |
| Signed (Student) | Date |
| Signed (Visiting Tutor if appropriate) | Date |

|  |  |
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| **FINAL WARNING**  (This should be given when there is no change/improvement following the first warning)  **Reason for final warning**  **Action Taken:**  **Action Plan:** | |
| Signed (Educator) | Date |
| Signed (Student) | Date |
| Signed (Visiting Tutor, if appropriate) | Date |

**OUTCOME OF PROCESS**

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| **THE EDUCATOR SHOULD INITIAL THE APPROPRIATE BOX BELOW:**  (This should normally be done prior to the final appraisal. However, in rare circumstances when there have been ongoing, significant issues and UWE have agreed that the placement should be stopped early, it may need to be completed earlier).  **PASS FAIL**  **If the outcome is a fail meaning that the student has failed the placement, the visiting tutor should be present to support both the student and the educator, and to ensure that the process is carried out fairly.**  **COMMENTS:** | |
| Signed (Educator) | Date |
| Signed (Student) | Date |
| Signed (Visiting Tutor) | Date |