

Pound Hill Pre-School Policy and Procedures



5.2 Disciplinary Procedure

This procedure is designed to help and encourage all practitioners to achieve and maintain standards of conduct, attendance and job performance. The Pre-School aims to ensure consistent and fair treatment for all in the organisation.

This procedure sets out the action which will be taken when disciplinary rules are breached

Principles

1. The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated and informal action will be considered, where appropriate, to resolve problems.
2. At every stage employees will be informed in writing of what is alleged and have the opportunity to state their case at a disciplinary meeting and be represented or accompanied, if they wish, by a trade union representative or a work colleague.
3. An employee has the right to appeal against any disciplinary penalty.

No employee will be dismissed for a first breach of discipline except in the case of gross misconduct, when the penalty will be dismissal without notice or payment in lieu of notice. A practitioner will have the right to appeal against any disciplinary action. The procedure may be implemented at any stage if the employee's alleged misconduct warrants this.

The Procedure

Stage 1 – First warning. - If conduct or performance is unsatisfactory, the employee will be given a written warning or performance note. Such warnings will be recorded, but disregarded after **3** months of satisfactory service. The employee will also be informed that a final written warning may be considered if there is no sustained satisfactory improvement or change. (Where the first offence is sufficiently serious, for example because it is having, or is likely to have, a serious harmful effect on the organisation, it may be justifiable to move directly to a final written warning.)

Stage 2 – final written warning If the offence is serious, or there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given which will include the reason for the warning and a note that if no improvement results within **6** months, action at Stage 3 will be taken.

Stage 3 – dismissal or action short of dismissal If the conduct or performance has failed to improve, the employee may suffer demotion, disciplinary transfer, loss of seniority (as allowed in the contract) or dismissal.

Gross misconduct

If, after investigation, it is confirmed that an employee has committed an offence of the following nature (the list is not exhaustive), the normal consequence will be dismissal without notice or payment in lieu of notice: – theft, damage to property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs,

physical violence, bullying and gross insubordination. While the alleged gross misconduct is being investigated, the employee may be suspended, during which time he or she will be paid their normal pay rate. Any decision to dismiss will be taken by the Pre-School only after full investigation.

Appeals

An employee who wishes to appeal against any disciplinary decision must do so to the named person in the organisation within five working days. The Pre-School will hear the appeal and decide the case as impartially as possible.

This policy was adopted by:K Platt.....

Role of Signatory:Manager.....

Date:July 2021.....

Date to be reviewed:01/209/2022.....