

Disciplinary Procedure

Policy Statement

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 set 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 employee 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 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 are no sustained satisfactory improvements.

If the first offence is sufficiently serious, for example because it is having or likely to have a serious or 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 improvements are seen within 6 months then stage 3 will be actioned.

Stage 3 – Dismissal

If the conduct or performance has failed to improve the employee may suffer demotion disciplinary transfer, loss of seniority 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 subordination. While

the allied gross misconduct is being investigated, the employee may be suspended, during which time they will be paid their normal pay rate. Any decision to dismiss will be taken by the Pre-School only after a full investigation.

Appeals

An employee who wishes to appeal against any disciplinary decision must do so to the Manager or Chair of Committee within five working days. The Pre-School will hear the appeal and decide the case as impartially as possible with the whole committee.

This policy was adopted by
Position within the Pre-School

Katy Platt
Manager & nominated individual