



ST GEORGE'S PRE-SCHOOL HINTON ST GEORGE

Website: <http://saintgeorgespreschool.co.uk>

DISCIPLINARY PROCEDURE

Disciplinary procedures exist to ensure that complaints about unsatisfactory work and conduct are resolved quickly and with as much assistance and fairness as possible.

Disciplinary action may be taken against in the event of unsatisfactory work and conduct such as may be detrimental to the harmonious running of the organisation.

This procedure is not designed primarily as a means of imposing penalties, it is designed to encourage improvements in individual conduct.

Informal Action

It may be appropriate to hold an informal discussion first, during which it is ensured that you are aware of the issues and what is required of you to secure improvement. Brief notes will be made of the discussion and action agreed for reference purposes.

Formal Action

Disciplinary and dismissal procedure (as detailed in ACAS 2009 Code of Practice)

The formal discipline and dismissal procedure will be used when considering taking formal disciplinary action, such as warning, dismissal, suspension or demotion.

- Employee may be suspended on full pay while evidence is gathered

The employer will:

- Establish the facts, hold an investigatory meeting, collect witness statements
- Notify the employee in writing of the disciplinary meeting (the meeting should be held without reasonable delay) refer to ACAS code of practice for the content of the notification letter.
- Hold the disciplinary meeting
- Allow the employee to be accompanied
- Inform the employee in writing of the disciplinary panel's decision
- Provide the employee the opportunity to appeal

PENALTIES

Any of the following measures may be taken in cases where formal disciplinary action is considered necessary, depending on the gravity of the offence:

Charity Commission No: 1046014

The School House, West Street, Hinton St George, Somerset TA17 8SA

01460 73033

E-mail: stgeorgespreschool@hotmail.com

- a) Verbal warning
- b) Written warning
- c) Suspension with pay
- d) Dismissal
- e) Demotion
- f) Loss of seniority

i) First Warning

Verbal warning or first written warning

If your conduct or performance is unsatisfactory you will be given a first warning.

First warnings cannot be referred to in disciplinary matters after six months of satisfactory service after the offence for which they were given.

ii) Final Written Warning

If your conduct or performance is still unsatisfactory a final written warning will be given.

Offences for which these measures are appropriate include, but are not limited to:

- a) Bad timekeeping
- b) Absenteeism
- c) Sub-standard work
- d) Failure to notify absence
- e) Insubordination
- f) Discrimination

Final Written Warnings cannot be referred to in disciplinary matters after 12 months of satisfactory service after the offence for which they were given.

All written records of discussions will be agreed with you before being filed. Copies of such records will be available to you, your representatives and your employer.

iii) Suspension

The employer shall have the power to suspend you from duty and require your removal from the place of employment for misconduct or other good and urgent causes.

Any such suspension from duty will be with full pay

iv) Dismissal

If there is no satisfactory improvement or if further serious misconduct occurs, you will be dismissed.

Gross Misconduct

If, after investigation, it is confirmed that you have committed one of the following offences (the list is not exhaustive) you will normally be dismissed:

- a) Theft or fraud
- b) Physical violence or bullying towards another adult or child
- c) Deliberate and serious damage to property
- d) Falsification of work or other records
- e) Refusing to carry out lawful instruction
- f) Incapacity for work due to being under the influence of drugs or alcohol
- g) Causing loss, damage or injury through serious negligence
- h) Serious insubordination
- i) Deliberately accessing internet sites containing offensive or obscene material
- j) Unlawful discrimination or harassment
- k) A serious breach of health and safety rules

GRIEVANCE PROCEDURE (as detailed in the ACAS 2009 Code of Practice)

Grievance procedures exist to ensure that any problems or issues you may wish to raise are dealt with as quickly and effectively as possible. If you have a grievance that cannot be resolved informally by discussion with your employer, this procedure should be followed:

- The employee sets out in writing the grievance they have with the employer
- The employer arranges a meeting to discuss the employee's grievance. The employee has the right to be accompanied at the meeting.
- Following the meeting, the employer informs the employee in writing detailing appropriate action.
- The employee has the right to appeal.

This Policy was updated and re-adopted by the committee members of St George's Pre-school on 27th April 2010

Helen Harding (Chair)

Gilly Jaffé (Secretary).....