



Staff Disciplinary Procedure

1. Informal Warning

If an employee is not performing satisfactorily or is misbehaving at work, the first priority is to help them to improve. An informal discussion of the problem will take place to help them to understand what they are doing wrong and what they have to do to come up to standard. Notes will be taken, recording the date of the discussion, the issues discussed and what action was agreed. A copy will be given to the employee for agreement and signature.

2. Formal Warning

If the issue is not resolved or the matter is very serious, a more formal meeting will take place. The employee has the right to be accompanied by a colleague. If a satisfactory explanation is given by the employee, the employer will write the employee a letter setting out the problem, what he/she is expected to do about it, when an improvement is expected and what will be done if there is no improvement. Where the employee's poor performance or misconduct is sufficiently serious, for example because it is having a harmful effect on the business, it may be appropriate to issue a final written warning.

3. Final Written Warning

A final written warning will give details of and grounds for the complaint. It will warn the employee that failure to improve or modify behaviour may lead to dismissal and it will refer to the right to appeal. If the situation still does not improve and further action against the employee is necessary, the standard procedure will start.

4. Standard Disciplinary and Dismissal Procedure

- 4.1 The written statement: The complaint is put in writing by the employer and a meeting is set up, giving the employee sufficient time to prepare. Employees will be provided with copies of any evidence that may be used at the meeting and employees have the right to be accompanied at the meeting by a colleague.
- 4.2 Meeting: The employee will be informed of any decision made after the meeting and notified of their right to appeal.
- 4.3 Appeal: If the employee wishes to appeal against the disciplinary action that has been decided upon, she or she is invited to a further meeting.

In a few cases of gross misconduct, immediate dismissal without investigation may be justified.

1. Written Statement: The employer will give the employee a written statement setting out the conduct that has resulted in dismissal and informing the employee of the right to appeal against the decision to dismiss.
2. Appeal Meeting: If the employee wishes to appeal, he/she must inform the employer. A meeting will be held. The employer must inform the employee of their decision following the meeting.

Behaviour that may lead to disciplinary action:

- Absence
- Discrimination, bullying and harassment
- Health and safety
- Smoking on the premises
- Work standards
- Personal appearance
- Timekeeping
- Use of School equipment

Behaviour which will be treated as gross misconduct:

- Child abuse
- Bullying
- Drunkenness/drug use
- Fighting at work
- Fraud
- Serious breaches of health and safety
- Theft
- Wilful damage to property
- Racism