

Discipline and Grievance procedure and policy

Our settings disciplinary procedure is designed to encourage all employees to achieve high standards of conduct, attendance and work performance. The procedure provides a fair, effective and consistent method of dealing with disciplinary matters.

- The staff are expected to know the standard of conduct or work performance expected from them.
- The staff are allowed to respond to any alleged fault or failing.
- The staff are always entitled to be accompanied by a work colleague or a recognised trade union representative at a disciplinary meeting.
- For minor or isolated infringements of rules or expected behaviour, the preschool may give you informal advice, coaching and guidance.
- If a staff members conduct or performance fails to improve as a result of this advice, coaching or counselling, or where the offence is more serious, then the disciplinary procedure will be applied.

Barton-le-Clay Pre-School considers the following issues to constitute gross misconduct:

- Theft or Fraud
- Ill-treatment of children
- Assault
- Serious bullying or harassment
- Serious insubordination
- Serious failure to comply with policies procedures and legal requirements that safeguard children
- Bringing the Pre-School into serious disrepute
- Malicious damage
- Gross carelessness which threatens the health and safety of others
- Deliberate damage to property
- Being unfit through use of drugs or alcohol and
- Serious breach of the Pre-Schools and statutory policies.

This is not an exhaustive list

Overview of the disciplinary process

- Prior to the disciplinary meeting the Pre-School will send the employee written details of his/her alleged conduct or characteristics, or of the circumstances which have led to the contemplation of taking disciplinary action.
- The employee will be invited to attend a disciplinary meeting to discuss the matter. The employee will also be informed of their right to be accompanied by a work colleague or trade union representative.
- The employees will be given an appropriate amount of notice of the meeting in order to prepare their response.

Reviewed and updated 9th August 2014



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- At the meeting, the circumstances of the complaint against the employee will be fully discussed and the employee will be provided with the opportunity to respond to the management case. The Pre-School committee will then decide whether or not to issue a disciplinary meeting to be confirmed in writing, and will include any information on the right to appeal and whom to address any appeal letter.
- If the employee wishes to appeal s/he must inform the employer. The Pre-School will request that the employee puts their appeal in writing, clearly setting out the ground for an appeal. An appeal meeting will then be arranged.

Grievances

If a member of staff has a complaint about your individual circumstances at work, then they are entitled to raise a grievance.

The key steps for resolving a grievance are:

- Discuss ordinary day to day issues informally with the team leader through supervision meetings or if necessary request a separate meeting. Where this is not possible you should raise your concerns verbally with the next level of management (manager), prior to raising a formal grievance.
- If after seeking to resolve your concerns informally you are not satisfied, you may raise it in writing to the Pre-School Manager explaining your grievance.
- The Pre-School Manager will consult with the Committee and invite you to a meeting to discuss the grievance. You will have the right to be accompanied by a work colleague or a trade union representative. The outcome of the meeting will be confirmed to you in writing.
- You will have the right of appeal. Following an appeal the final decision will be confirmed to you by the Pre-School in writing.

Signed:



Charlie Wardle – Manager

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