



Purpose

This Policy is designed to:

Assist the Principal and Governors with their responsibility to ensure consistent and fair treatment of all employees.

Help and encourage all employees to achieve and maintain satisfactory standards of conduct.

Scope

The issue of the performance of an employee should be dealt with through the Capability Policy.

This procedure is recommended for all employees in the school and does not include contractor's employees.

Principles

No disciplinary action will be taken until the case has been fully investigated. The Principal will need to consider the appropriateness of their role in the investigatory process because of any subsequent disciplinary action that may follow. They can delegate the investigation to a member of the Senior Leadership Team.

At every stage in the procedure the employee must be advised of the nature of the allegations against him/her and must be given the opportunity to state his/her case before any decision is made.

At all stages, the employee has the right to be accompanied by his/her Trade Union representative or a work colleague, at any disciplinary hearing or investigation.

No employee should be dismissed for a first breach of discipline except in the case of gross misconduct.

An employee has the right to appeal against any disciplinary penalty imposed beyond oral warning stage.

Although normal disciplinary standards should apply to their conduct as employees, disciplinary action against a Trade Union official can be construed as an attack on the Union. Such problems can be avoided by early discussion with another senior or full time official of the appropriate Trade Union.

Disciplinary and appeal hearings should take place within the normal working day of the employee.

If the disciplinary hearing is adjourned, the newly arranged hearing should be arranged within 5 working days unless otherwise agreed by both parties.

(NB: In cases where there are child protection issues, the child protection procedure must be followed. In these circumstances, the Principal will initially seek advice about child protection procedures from the Local Authority Designated Officer (LADO))