



1:10 DISCIPLINARY POLICY

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Policy statement

It is the policy of St. Saviour's Pre-school and Nursery that all disciplinary issues and all employees will be dealt with in a fair and consistent manner and in accordance with laid down procedures.

Procedures

In the setting, it is essential that certain standards and performance must be maintained to protect the smooth running of the setting and the well-being of its employees.

The disciplinary procedure is designed to ensure fair treatment for those whose job performance is below requirements and those involved in breaches of discipline.

Depending upon the seriousness of the case, the disciplinary procedure may be entered into at any of the stages outline below.

In general, particular shortcomings on the part of an employee in meeting job requirements to the required standards will be initially brought to their attention by the Manager or Leader, in informal conversation or supervision, accompanied by the offer of assistance towards achieving improvements.

Guidelines for the conduct of disciplinary meetings.

- Employees have the right to be accompanied by a fellow employee, if they so wish, at any meeting held under disciplinary procedure.
- The setting Leader will state the reason for invoking the disciplinary procedure, the disciplinary action to be taken and the corrective action required from the employee, together with a specified date by which acceptable improvement should be made.
- Full opportunity will be given for the employee to state their case.
- The employee will be advised of the full disciplinary action, and the consequences that will follow if improvement is not made.
- Disciplinary meetings will be conducted by the Managers.

Stages of the disciplinary procedures.

Stage 1 – Oral warning.

Should an employee's conduct or performance remain less than satisfactory after an informal warning/meeting, the situation will be formally reviewed with the Managers, who will talk to them about their shortcomings and suggest ways in which they might put this right. A written record of this meeting will be kept on employee's personal file.

Stage 2 – Written warning.

If the employee's conduct or performance remains less than satisfactory in relation to the agreed improvement plan made at stage 1 or, in more serious cases, the situation will be formally and jointly reviewed, by the Managers. Following this meeting, the employee will receive a letter recording the nature and outcome of the disciplinary meeting. The employee will be asked to sign a copy of the warning letter to confirm understanding of the terms of the letter, the letter will clearly state a plan of improvement and deadline dates for achievement. A copy will be held on the employee's personal file.

Stage 3 – Final written warning.

If the employee's conduct or performance fails to meet the standards established at stage 2 or, in more serious cases, the situation will be reviewed with the employee, by the Managers. Following this meeting, the employee will receive a letter recording the nature and outcome of the disciplinary meeting. The employee will be asked to sign a copy of the warning letter to confirm understanding of the terms of the letter, the letter will clearly state a plan of improvement and deadline dates for achievement. A copy will be held on the employee's personal file.

Stage 4 – Dismissal.

If the employee's conduct or performance fails to meet the standards established at stage 3 or, in more serious cases, the situation will be reviewed with the Managers. The decision to dismiss an employee must have the agreement of the Managers prior to implementation. The decision will be confirmed to the employee in writing and the letter will also confirm to whom any appeal should be made and details of the procedure to be followed.

Summary dismissal.

In cases of gross misconduct, summary dismissal may be the only reasonable course of action for the Preschool. Examples of actions likely to be treated as gross misconduct include:

- Fighting at work
- Hitting a colleague
- Smacking a child
- Under the influence of drug or alcohol
- Theft

When gross misconduct is suspected, the employee will normally be suspended on full pay for up to five working days to allow for an appropriate investigation of the case. This investigation will be conducted by Managers/leaders. This investigation will include a meeting with the employee. Following the investigation, the employee will be asked to attend a meeting. If the investigation has upheld the case of gross misconduct, the employee will be summarily dismissed without notice or pay in lieu. The decision will be confirmed to the employee in writing and this letter will also confirm details of the appeal procedure.