



Old Court Community Pre-School

Station Road, Royal Wootton Bassett

Wiltshire, SN4 8QY

Tel: 01793 849783

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Disciplinary & Grievance Procedure for Old Court Community Pre-School Employees

The Pre-school believes that it cannot function satisfactorily without professional conduct and standards of work and that the disciplinary procedure should be used constructively to:

- Remind you of the standards of work and conduct that are required.
- Give you the chance to remedy shortcomings in your performance or conduct at as early a stage as possible.
- Prevent undisciplined behaviour by a minority of employees adversely affecting the smooth running and reputation of the Pre-school.

Stage One - Minor Offences

These will normally be dealt with by your Supervisor and involve an informal and unrecorded meeting. This will be a gentle reminder that your conduct or performance is not up to standard and that unless there is an improvement, further disciplinary action will be taken. Minor offences include:

- Unsatisfactory timekeeping and attendance record.
- Failing to maintain the required standard of work.
- Failing to maintain satisfactory standards of appearance or personal hygiene.
- Failing to carry out reasonable instructions.

The Disciplinary Procedure

With minor matters, the procedure will normally start at Stage One, which is described above. However for more serious offences or gross misconduct, the Pre-school can start the procedure at any stage, including Stage Five which is dismissal.

Stage Two - Oral Warning

This is a more formal and serious warning, resulting from continued unsatisfactory performance or for more serious offences such as breach of contract.



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1. The disciplinary panel will interview the employee and explain the complaint.
2. The employee will be given full opportunity to state his/her case.
3. After careful consideration if the warning is considered to be appropriate the employee will be told:
 - What action should be taken to correct the conduct and a reasonable time period in which to do this.
 - What training needs have been identified, with time-scales for implementation.
 - What mitigating circumstances have been taken into account in reaching the decision.
 - What the consequences of failing to improve will be.
 - A record of the warning will be kept. This record will state the length of time that the warning will be in force.
 - The employee may appeal against the decision within a limited period of 5 working days.

Stage Three - Formal Written Warning

This will occur if an employee fails to arrest his/her conduct and further action is necessary, or if the original offence is considered too serious to warrant an initial oral warning.

1. The employee will be interviewed and given the opportunity to state his/her case. Reasonable time will be allowed for the employee to prepare his/her case.
2. If a further written warning is considered appropriate, this will be explained to the employee and a letter confirming this decision will be sent to the employee.
3. The letter will:
 - Contain a clear reprimand and the reason for it.
 - Explain what corrective action is required and the reasons for it.
 - State what training needs have been identified, with time-scales for implementation.
 - Make clear what mitigating circumstances have been taken into account in reaching the decision.
 - Warn that failure to improve will result in further disciplinary action, which could result in a final written warning and if unheeded to dismissal with appropriate notice.
 - Explain the right to appeal within 5 working days.



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Stage Four – Final Written Warning

This is the final stage before dismissal with notice and the same procedures as before will apply.

Stage Five – Dismissal

If the employee fails to correct his/her behaviour then the employee will be interviewed as before. If the decision is made to dismiss, the employee will be given notice of dismissal, stating the reasons and giving details of the right to appeal.

If progress is satisfactory within the time given to rectify matters or the warning period lapses, the record of warnings in the employee's file will be destroyed.

Gross Misconduct

Certain actions by staff will be regarded as gross misconduct and may lead to dismissal without warning or notice. This list does not cover every type of Gross Misconduct but includes:

- Theft or fraud.
- Ill-treatment or abuse of children.
- Assault
- Malicious damage.
- Gross carelessness, which threatens the health and safety of others.
- Being unfit through drugs or alcohol.
- Discourtesy to parents, colleagues and visitors to the Pre-school.
- Failure to comply with the Pre-school's Policies and Procedures. This particularly applies to the Safeguarding/Child Protection, Health & Safety and Confidentiality Policies. A copy of the Pre-school's Policies and Procedures may be found on the notice board in the cloakroom.

Suspension

If the circumstances appear to warrant instant dismissal, an employee may be suspended with pay while the investigations are being carried out. These will consist of obtaining written statements from all the witnesses to the disciplinary incident and from the employee who is being disciplined. These investigations will be carried out within as short a time as possible.



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Instant dismissal is only possible due to Gross Misconduct. Otherwise the five stage warning procedure will be adhered to.

Appeals

At each stage of the disciplinary procedure, the employee will be told that he/she has the right to appeal and that the appeal must be made in writing to the Pre-school Chair within five working days of the disciplinary interview. The appeal hearing should be heard within 10 working days of receipt of the appeal. At all stages of the disciplinary procedure the employee may have a colleague or trade union official to speak for them. The appeal panel will if possible not be the same group of people as the disciplinary panel.

Grievance Procedure

If an employee is dissatisfied then he/she will be given the opportunity for prompt discussion with the immediate Supervisor. In the case of the Pre-school Supervisor this will normally be the Pre-school Chair or his/her nominated representative. If the grievance persists then a management panel will be set up for the purposes of further discussion, at which a colleague may accompany the employee.

The aim of the above procedure is to settle any grievances as fairly and as quickly as possible.

This policy was adopted by **Old Court Community Pre-school**
On...01/07/2020...

Date to be reviewed...July 2021..

Signed on behalf of the provider

Name of Signatory...Hannah Carter

Role of Signatory.....Chairperson...