

STAFF DISCIPLINARY POLICY

Why do we have this policy?

This policy is designed to help and encourage all employees to achieve and maintain standards of conduct, attendance and performance, and in this context it has a relationship to any rules and regulations issued by the school.

This policy outlines the general guidance on how disciplinary matters might arise and how they should be handled.

The purpose of the procedure is also to provide a prompt, fair and consistent method of dealing with any alleged act of misconduct.

No disciplinary action would be taken against an employee until the case has been fully investigated.

What are disciplinary procedures?

Disciplinary procedures might be taken against an employee for unacceptable conduct.

Staff are entitled to be accompanied by their union representatives or a work colleague at disciplinary hearings. This is a statutory right that staff can insist on exercising.

There are varying levels of misconduct which might result in one of the following sanctions:

1. **Oral warning:** recorded on the employee's personnel file, this might be given for minor misconduct. The warning will be expunged from the disciplinary record after the completion of six months satisfactory service from the date of the confirmation of warning.
2. **Written warning:** might be given for a more serious offence or if there is no improvement following the issue of an oral warning. A written warning will be issued and a copy placed on the employee's personnel file.

The warning will be expunged from the disciplinary record after the completion of nine months satisfactory service from the date of confirmation in writing.

3. **Final warning:** will be given for serious misconduct or if there is no improvement following the issue of a written warning, a final warning shall be issued in writing. It will make clear to the employee that any further

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substantiated misconduct may result in dismissal. This warning will be expunged from the disciplinary record after completion of 12 months satisfactory service from the date of confirmation in writing.

In exceptional circumstances the term of a formal disciplinary warning, particularly a final written warning, may be up to twice the period stated in levels one to three above. The Headteacher or Governors exercising this discretion should make clear to the employee and his or her representative the extreme circumstances which it is felt justify an extension. The employee, may of course, appeal against this part of the decision.

4. **Dismissal:** Further substantiated misconduct or an act of gross misconduct may lead to an employee's dismissal, without notice or payment in lieu of notice.

The college follows the Local Authority Disciplinary Procedure which is available from the clerk to the governing body or can be downloaded from Ednet.

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