



2.3 Disciplinary and Grievance Policy and Procedure

This procedure is designed to encourage all employees to achieve high standards of conduct and work performance and also aims to provide a fair, effective and consistent method of dealing with disciplinary matters.

Employees are expected to know the standards of conduct or work performance expected of them. Employees will be provided with a management statement of the case prior to any disciplinary meeting and will be allowed to respond to any alleged fault or failing at the meeting. At a disciplinary meeting and appeal, an employee is to be accompanied by a recognised or work colleague employed by the setting. Other external representatives may not accompany an employee. For minor or isolated infringements of rules or expected behaviour, the manager or Chair should give employees informal advice, coaching and counselling as part of their supervisory duties. Where an employee's conduct or performance fails to improve as a result of advice, coaching or counselling, or when the offence is more serious, then the disciplinary procedure will be applied. A prompt and thorough investigation into the concerns will take place prior to a disciplinary meeting taking place. The employee will be informed that an investigation is taking place as soon as possible. The setting reserves the right to dispense with an investigation interview with the employee (suspected of contravening policies or rules) and to proceed directly to a formal disciplinary meeting. The employee must take all reasonable steps to attend the disciplinary meeting or and any appeal. Except in cases of gross misconduct, no employee will be dismissed for a first offence.

Categories of gross misconduct.

Gross misconduct can include:

- . theft, fraud, and deliberately falsification of records, expenses, qualifications and other offences of dishonesty
- . physical violence
- . serious bullying or harassment

- . deliberate damage to property
- . conviction of criminal offence relevant to the employee's role
- . gross negligence
- . serious insubordination
- . misuse of settings property or name
- . misuse of electronic communications which defames individuals or brings the organisation into disrepute
- . bringing the organisation into disrepute
- . serious incapability whilst on duty brought on by alcohol or illegal drugs
- . serious negligence which causes or might cause unacceptable loss, damage or injury
- . serious infringement of health and safety rules
- . serious failure to comply with policies, procedures and legal requirements that safeguard children
- . serious breach of the early years setting's and statutory policies
- . serious breach of confidentiality (subject to the Public Interest (Disclosure) Act 1998)
- . defaming or bad mouthing the setting on social network sites
- . serious breaches of Data Protection Act
- . bribery and corruption

This provides the main categories of gross misconduct but is not an exhaustive list.

Steps prior to deciding to take disciplinary action

When any incident of misconduct or negligence or poor performance is alleged to have occurred, the manager must establish the facts to decide whether there is a need for disciplinary meeting. Where appropriate/ possible, sign written statements should be obtained as quickly as possible from the individual(s) concerned and should include where possible, dates, times, details of those present and the issues of concern.

Procedure

At the earliest opportunity the manager / chair must inform the employee that an allegation/incident has occurred and that an investigation is to take place. Following an appropriate investigation, the manager/chair must prepare a written statement of the employee's alleged conduct or characteristics, or of the circumstance which have led to the contemplation of taking disciplinary action. The management/chair must send the statement and any witness statements to the employee, including any evidence that will be relied upon at the meeting or, invite her/him to attend a disciplinary meeting to discuss the matter. The employee should also be informed of their right to be accompanied at the meeting. Employees should be given an appropriate amount of notice of the meeting in order to prepare their response and to contact any witnesses that he/she wishes to call to the meeting to give evidence.

A disciplinary meeting must take place before any disciplinary action taken, (except where the action in question consists of suspension pending a disciplinary meeting). At the disciplinary meeting, the manager/chair (investigation officer) should ensure that the circumstances of the complaint against the employee are presented to the disciplinary panel and that the employee is provided with an opportunity to respond to the management case. The disciplinary panel will then decide whether or not to issue a disciplinary penalty. The outcome of the disciplinary meeting must be confirmed in writing within 10 days, including the right of appeal and the name of the person to whom any appeal letter should be addressed. Where appropriate the investigating officer (s) will normally not sit on the disciplinary panel. Where practicable the disciplinary panel should consist of a minimum of two people not previously involved in the case.

Appeal

Any employee who feels they have been disciplined unfairly may appeal in writing to the person named in the disciplinary letter. All appeals must be submitted in writing, clearly setting out the grounds of the appeal, within seven working days of the date of the disciplinary meeting. Normally an appeal meeting will be arranged with employee together with the manager/chair, who issued the disciplinary penalty, within 15 working days of the employee's request. A letter detailing the outcome of the appeal should be issued within 10 working days of the appeal meeting.

Disciplinary penalties

Manager/chair should not issue any disciplinary penalties without formal meeting. There are five disciplinary penalties, which may result from misconduct:

- . formal verbal warning (first formal warning)
- . written warning
- . final written warning
- . dismissal with notice
- . summary dismissal (dismissal without notice on the grounds of gross misconduct)

The gravity of the offence will determine which penalty is issued. All disciplinary penalties must be confirmed in writing.

Formal verbal warning

Minor breaches of organisational discipline, misconduct or time keeping, or failure to meet performance criteria, may result in a formal verbal warning given by the manager/chair. The manager/chair may give this at a disciplinary meeting with the employee. The warning should be confirmed in writing. If the warning relates to unsatisfactory performance, then it should set out:

- The performance
- The improvement required
- The timescale of improvement
- Any review dates
- Any support that can be offered to assist the employee to improve their performance

If the warning relates to conduct, then the nature of the misconduct and the change in behaviour required should be set out in a letter. The employee must be accompanied at the meeting by a work colleague or a recognised trade union representative. The warning will be placed on the employees personal file. After a period of 3 months, if no further disciplinary action has been found necessary and the minor breach has been resolved, the warning will expire.

Written Warning

If the infringement is regarded as more serious, or the employee's work or conduct are considered unsatisfactory after they have received a formal verbal warning and after a period has elapsed in which the employee has had time to remedy their work or conduct, a disciplinary meeting conducted by the manager/chair will be held. The employee will be informed of the nature of the complaint and such evidence as any exist and will be given an opportunity to respond. The employee will be told of the decision and given a letter of confirmation within 10 working days of the disciplinary meeting. The written confirmation will state:

- The date of the disciplinary meeting and those present
- the penalty imposed
- Details of the misconduct, poor performance or poor time keeping that has occasioned a warning and the performance required or the change in behaviour required
- The timescale of performance improvement, where appropriate
- Details of any necessary action to remedy the situation, any period of review, extra training supervision etc., or the possibility for redeployment/demotion
- That any further misconduct etc. will result in a further disciplinary meeting and will normally result in a confirmed final warning, which if unheeded will result in dismissal with appropriate notice
- That there is a right to appeal

After a period of 6 months, if no further disciplinary action has been found necessary and the minor breach has been resolved, the warning will expire.

Final written warning

If the employee's work notice will be paid for this notice period. An employee may be dismissed without notice if there has been an act of gross misconduct, or a major breach of duty or conduct that brings the organisation into dispute. The employee will be suspended with pay while the circumstances of the alleged gross misconduct are investigated. A dismissal must be confirmed in writing 10 working days of the date of the disciplinary interview. As well as covering the points stated in 'written warnings' above, the letter should also include details of any outstanding money to the employee, how and when it will be paid and the final date of employment. In certain cases, where a member of staff is dismissed from the organisation or internally disciplined because of misconduct relating to a child, the setting informs the Disclosure and Barring Service.

Suspension

Suspension should be used in circumstances where the line manager needs to conduct an investigation prior to hearing where it is felt that the impact of not suspending the employee, during the period, is more likely to be determined than suspending them. Cases which involve potential gross misconduct will usually result in suspension, particularly when relationships have broken down or where the settings property or responsibilities to other parties are involved, or where the employee's presence may prejudice the inquiry. Suspension should be kept brief and reviewed to ensure that it is not unnecessarily protracted. Where a member of staff is suspended because of alleged misconduct relating to a child, the

setting informs Ofsted, social services and may also contact the police and other relevant agencies.

Timescales

Employees are required to take all reasonable steps to attend hearings. However, should, for any reasonably unforeseen reason, either the employee, the manager/chair are unable to attend meetings, they must rearrange. Should an employee's companion be unable to attend, then the employee should make contact within 5 days of the date of the letter to arrange an alternative date that falls within 10 days of the original date provided. Time limits may be extended by mutual agreement.

Grievance Procedure

The following procedure should be followed in order to settle all grievances concerning any employees of Snapdragons Pre School.

Principles

The key objective of the procedure is to allow grievances to be settled quickly, fairly and at the lowest possible level within Snapdragons Pre School, whilst allowing employees the opportunity to a higher level if necessary. The procedure covers all employed staff in Snapdragons Pre School who have a grievance. It covers matters which may become a source of grievance, excluding:

- Those concerned with disciplinary action, unless the disciplinary action amounts of discrimination, or the action was not taken on the grounds of the employee's conduct or capability
- Decisions on strategic business issues, which are taken by the committee, but not excluding the operation impact of those decisions

Employees are encouraged to raise concerns verbally with their manager/chair prior to raising a formal grievance.

Employee's are entitled to be accompanied by a trade union representative or by a work colleague at a grievance meeting and appeal.

Procedure

Snapdragons Pre School's policy is to encourage free interchange and communication between manager/chair and the staff they manage. This ensures that questions and problems can be aired and resolved quickly and that grievances are settled informally.

Informal procedure

If an employee has a complaint about their individual circumstance at work, then they are entitled to raise a grievance. Employees are expected to discuss ordinary day to day issues informally with their manager/chair through supervision meetings or if necessary, request meeting. Where this is not possible employees should raise their concerns verbally with the next level of management, prior to raising a formal grievance. If after seeking to resolve concerns informally, employees are not satisfied, then they should write to the setting explaining their grievance.

Formal Procedure

Employee's must state in writing the nature of the alleged grievance and send the written complaint to the manager/chair. Where the grievance is against the manager, the matter should be raised with the chair. Normally within five working days of receiving a grievance, the manager will write to the employee, invite them to attend a meeting where the alleged grievance can be discussed. The meeting should be scheduled to take place as soon as possible, and normally at least 48 hours' notice of this meeting should be provided to the employee. Employees are required to take all reasonable steps to attend the meeting. However, should, for a reasonably unforeseen reason, either the employee, employees' companion, or the manager/chair be unable to attend the meeting, it must be rearranged. Should an employee's companion be unable to attend, then the employee should make contact within 5 days of the date of the letter to arrange an alternative date that falls within 10 days of the original date provided. These time limits may be extended by mutual agreement. At the meeting the employee must inform the manager hearing the grievance what the basis for the complaint is. After the final meeting, the manager hearing the grievance must write to the employee informing them about any decision and offering the right to appeal. This letter should be sent within 10 working days of the grievance meeting and should include details of how to appeal. Should the employee consider that the grievance has not been satisfactory resolved, then they must set out their grounds of appeal in writing within 7 working days of receipt of the decision letter,

confirming that they wish to appeal against the decision or failure to make a decision. Within 5 working days of receiving an appeal letter, the employee should be invited in writing to attend an appeal hearing where the alleged grievance can be discussed. The appeal should be scheduled to take place as soon as reasonably possible. Employees are required to take all reasonable steps to attend the appeal hearing. However, should, for a reasonably unforeseen reason, either the employee, the manager/chair or the employees' companion be unable to attend the meeting, it must be rearranged. Should an employee's companion be unable to attend then the employee should make contact within 5 days of the date of the letter to arrange an alternative date that falls within 10days of the original date provided. These times limits may be extended by mutual agreement. After the appeal meeting, the appeal hearing manager must write to the employee informing them of the employer's final decision. This letter should be sent with in 10 working days of the appeal hearing. This is the final stage of the procedure.

Snapdragons Pre School

This policy was adapted by

On

11th November 2019

Date to be reviewed

11th November 2020

Signed on behalf of the provider

Name of signatory

Gemma Hudson

Role of signatory (e.g. chair, director, or owner) Administrator / Chair
