

2.4 Discipline and Grievance Procedure and Policy

Our settings disciplinary procedure is designed to encourage all employees to achieve high standards of conduct, attendance and work performance. The procedure provides a fair, effective and consistent method of dealing with disciplinary matters.

- The staff are expected to know the standard of conduct or work performance expected from them.
- The staff are allowed to respond to any alleged fault or failing.
- The staff are always entitled to be accompanied by a work colleague or a recognised trade union representative at a disciplinary meeting.
- For minor or isolated infringements of rules or expected behaviour, the Pre-School may give you informal advice, coaching and guidance.
- If a staff members conduct or performance fails to improve as a result of this advice, coaching or counselling, or where the offence is more serious, then the disciplinary procedure will be applied.

Witchford Rackham Pre-School considers the following issues to constitute gross misconduct:

- Theft or Fraud
- Ill-treatment of children
- Assault
- Serious bullying or harassment
- Serious insubordination
- Serious failure to comply with policies procedures and legal requirements that safeguard children
- Bringing the Pre-School into serious disrepute
- Malicious damage
- Gross carelessness which threatens the health and safety of others
- Deliberate damage to property
- Being unfit through use of drugs or alcohol and
- Serious breach of Pre-Schools statutory policies.

This is not an exhaustive list

Overview of the disciplinary process

- Prior to the disciplinary meeting the Pre-School will send the employee written details of his/her alleged conduct or characteristics, or of the circumstances which have led to the contemplation of taking disciplinary action.
- The employee will be invited to attend a disciplinary meeting to discuss the matter. The employee will also be informed of their right to be accompanied by a work colleague or trade union representative.
- The employees will be given an appropriate amount of notice of the meeting in order to prepare their response.

This policy was adopted at a meeting of Witchford Rackham Pre-school

Held on _____

Date to be reviewed _____

Signed on behalf of the

Management Committee _____

Name of signatory _____

Role of signatory _____