



## Policy Document 26 - Disciplinary Policy

01	All staff are expected to perform to the standards expected of them by colleagues, management and parents.
02	Should staff fall short of these standards this will ordinarily be discussed with them informally by their line manager as part of a supervision or appraisal. However, in cases of repeated failure to meet the required standards, or in a case of serious misconduct, the disciplinary procedure highlighted below may be used.
03	Prior to the initiation of disciplinary proceedings, an investigation into the details of any alleged incidents may be conducted. In some cases, the member of staff concerned may be suspended on full pay while this investigation is conducted.
04	In cases of on going failure to meet expectations, or serious misconduct which falls short of gross misconduct, the first stage of this procedure will be to hold a disciplinary meeting, during which the member of staff involved will be issued with a written warning.
05	A written warning will explain the specific issue or issues which have led to the written warning, clear steps which need to be completed to improve the situation, as well as an explanation of the fact that the warning will remain on file for 5 years, and that failure to take the highlighted steps could result in further disciplinary action.
06	Should further issues occur after the first written warning, or should the steps set out in the first written warning not be undertaken, a second disciplinary meet may be held, and a second written warning issued. This written warning will follow the same format as the first, with the additional warning that failure to take the highlighted steps will result in dismissal.
07	Should the steps in a second written warning not be undertaken, or in cases of gross misconduct, a disciplinary meeting will be held during which the member of staff involved will be given written notice of the termination of their employment. In cases of gross misconduct, dismissal may be immediate.
08	Gross misconduct includes the following situations, although this is not an exhaustive list:  dishonesty; falsification of records; violent, abusive or intimidating conduct; sexual, racial or other harassment or bullying; deliberate damage to property; attending work under the influence of alcohol or drugs; rudeness to customers/clients; refusal to obey reasonable orders or gross insubordination; serious negligence; a serious breach of health and safety rules;

09	<p>any action likely to bring the nursery into disrepute;  inappropriate use of the setting's Internet and e-mail facilities;  providing misleading information on an application form;  unauthorised use or disclosure of the setting's confidential information.</p> <p>All members of staff have the right to appeal against any decisions made at any stage of the disciplinary procedure. Any appeal should be made to a third party, and members of staff are advised to consult with ACAS.</p>
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