

# Disciplinary and Grievance Procedure

## Discipline Rules

Discipline rules and procedures are necessary for promoting fairness and order in the treatment of individuals. They also assist the pre-school to operate effectively. Rules set standards of conduct and performance at work. Procedures help to ensure that the standards are adhered to and also provide a fair method of dealing with alleged failures to observe them. Disciplinary procedures should not be viewed primarily as a means of imposing sanctions. They should be designed to emphasize and encourage improvements in individual conduct. Individuals will be informed of the complaints against them and be given the opportunity to state their case before decisions are reached. Any warning given in this procedure will be deemed to have lapsed after one year, subject to satisfactory conduct.

The following disciplinary procedures apply:

**Counselling:** If there is thought to be cause for action under the disciplinary procedure, you will first be asked to attend to discuss the matter with the manager. There will be no formal record retained. It is hoped that this informal counselling will resolve any possible difficulties and lead to the required improvement. A mutually convenient time will be arranged for informal discussion with the Pre-School Manager – within 24 hours.

**Verbal Warning:** If, following this there is continued cause for concern, there will be a further meeting to discuss the matter with Manager /Owner. If, following this, disciplinary action is deemed appropriate, a verbal warning will be given. The warning will state the nature of the misconduct, specify the disciplinary action to be taken, indicate the likely consequence of committing misconduct again and state the period of time given for improvement. At each stage of the disciplinary procedure, the employee is welcome to have another chosen person present.

**Written Warning:** If there is no improvement in standards, or if a further offence occurs, a written warning will be given. This will state the reason for the warning and a note that if there is no improvement after 3 months, a final written warning will be given. A copy of this first written warning will be kept but the warning will lapse after 12 months subject to satisfactory conduct and/or performance.

If conduct or performance remains unsatisfactory, or if the misconduct is sufficiently serious to warrant only one written warning, then a final written warning will be given making it clear that any recurrence of the offence or other serious misconduct within a period of 1 month will result in dismissal. A copy of the warning will be kept on file but the warning will lapse after 12 months subject to satisfactory conduct and/or performance.

**Dismissal and Appeal:** If there is no significant improvement, you may be dismissed. Where circumstances permit, the right of appeal against dismissal should be to Pre-school owner.



**Serious Misconduct**

There are varying degrees of seriousness of misconduct, so this procedure may be commenced at any stage depending on the severity of the misconduct, e.g. serious breach of confidentiality, theft, abuse, drug taking, smoking on the premises, behavior resulting in the harming of another person within the setting, conviction of any offence deemed unsuitable for a person working with children, gross negligence, gross insubordination, any remarks overheard to challenge the Equal Opportunities of any person associated with the setting, inappropriate language or teachings (i.e. personally held beliefs/policies/social ethics/etc.) in front of children OR ANY OTHER ACT DEEMED UNSUITABLE IN A PRE-SCHOOL SETTING. These all constitute gross misconduct which would justify instant dismissal.

In certain circumstances where serious misconduct is thought to have occurred, the member of staff concerned may be suspended pending an investigation. Such suspension is not to be regarded as a form of disciplinary action and will be for as short a period as possible.

All disciplinary matters will be dealt with promptly and confidentially. The employee has a right to appeal at any stage.

**Grievance Procedure**

The grievance procedure allows employees to raise grievances with management about their employment. The procedure provides an open and fair way for employees to make known their problems and enables grievances to be resolved quickly before they become major problems.

In the event of a grievance, the following procedure should be followed:

A mutually convenient time will be arranged for informal discussion within 24 hours with the Pre-School Manager. If the employee wishes to make a formal grievance, this should be made in writing.

If the situation remains unresolved, the Owner should be consulted within 48 hours.

If further action is required, the issue will be raised with owner and management. Dependent upon the nature of the grievance, this will be dealt with immediately.

At each stage of the grievance procedure, the employee is welcome to have another chosen person present.

Grievances will be recorded and filed in staff folders.

All grievances will be dealt with sympathetically, promptly and in confidence.

Signed.....Owner/Manager

Date..... Review.....

