

WHITLEY COMMUNITY PRE-SCHOOL

Disciplinary and Grievance

Procedures for Pre-School Employees

Minor disagreements

Minor disagreements among pre-school staff, or between staff and committee/owner, can usually be resolved at the regular staff management meeting or informally by discussion.

Disciplinary procedure

A more serious situation arises when a dispute cannot be resolved, or when the committee/owner is dissatisfied with the conduct or activities of an employee.

Any disciplinary matter will normally be dealt with using the following procedure.

At every stage the employee should be given reasonable notice (five days) that a disciplinary hearing is due to take place to give him/her the opportunity to prepare his/her case, and s/he should be offered the opportunity to be accompanied by a colleague or union representative if s/he wishes. The disciplinary panel in a committee-run group should consist of the pre-school chair and two nominated committee colleagues, who should ensure that confidentiality is maintained within the panel. In the case of a privately-run group, the owner should be accompanied if possible by the employee's line manager.

1. Verbal / Oral warning

If your behaviour or conduct is considered inappropriate the manager or deputy can give you a verbal warning at the time of the incident, you will then;

i) Be interviewed by the manager who will explain the complaint. ii) Be given full opportunity to state his/her case, and iii) After careful consideration by the manager, and if the warning is considered to be appropriate, the employee needs to be told:

- What action should be taken to correct the conduct?
- That s/he will be given reasonable time to rectify matters;
- What training needs have been identified, with timescales for implementation?
- What mitigating circumstances have been taken into account in reaching the decision
- That if s/he fails to improve then further action will be taken;
- That a record of the warning will be kept, and will be disregarded after six months satisfactory service and: ~ That s/he may appeal against the decision within a limited time period (five days).

2. Formal written warning

If the employee fails to correct his/her conduct and further action is necessary, or if the original offence is considered too serious to warrant an initial oral warning.

- i) The employee will be interviewed by the disciplinary panel who will explain the complaint and given the opportunity to state his/her case. (Reasonable time must be allowed for the employee to prepare his/her case).

- ii) If a further formal warning is considered to be appropriate, this will be explained to the employee and a letter confirming this decision will be sent to the employee within 3 working days.
- iii) The letter will:
 - a) Contain a clear reprimand and the reasons for it;
 - b) Explain what corrective action is required and what reasonable time is given for improvement;
 - c) State what training needs have been identified, with timescales for implementation;
 - d) Make clear what mitigating circumstances have been taken into account in reaching the decision;
 - e) Warn that failure to improve will result in further disciplinary action which could result in a final written warning and, if unheeded, ultimately to dismissal with appropriate notice; and
 - f) Explain that s/he has a right to appeal against the decision.
 Record will be kept on file but disregarded after 6 months satisfactory service.

3. Final written warning

If the employee fails to correct his/her conduct and further action is necessary, or if the original offence is considered too serious to warrant any initial warnings.

- i) The employee will be interviewed and given the opportunity to state his/her case. (Reasonable time must be allowed for the employee to prepare his/her case).
- ii) If a final warning is considered to be appropriate, this will be explained to the employee and a letter confirming this decision will be sent to the employee.
- iii) The letter will:
 - a. Contain a clear reprimand and the reasons for it;
 - b. Explain what corrective action is required and what reasonable time is given for improvement;
 - c. State what training needs have been identified, with timescales or implementation;
 - d. Make clear what mitigating circumstances have been taken into account in reaching the decision;
 - e. Warn that failure to improve will result in further disciplinary action which could result in dismissal; and
 - f. Explain that s/he has a right to appeal against the decision.
 - g. A record of warning kept on file but disregarded after 1 year satisfactory service.

4. Dismissal

If the employee still fails to correct his/her conduct, then:

- i. Written notice of allegation and basis for it
- ii. The employee will be interviewed as before
- iii. If the decision is to dismiss, the employee will be given notice of dismissal, stating the reasons for dismissal and giving details of the right to appeal and
- iv. Right of appeal and an appeal meeting

If the progress is satisfactory within the time given to rectify matters, the record of warnings in the individuals file will be destroyed.

5. Suspension

If the circumstances appear to warrant instant dismissal, an employee may be suspended without pay while investigations are being made. These should consist of obtaining written statements from all witnesses to the disciplinary incident, and from the employee who is being disciplined. Obviously these investigations should be carried out within as short a time as possible.

Instant dismissal is possible only in circumstances of gross misconduct.

Examples of such misconduct would be:

- a) Theft or fraud;
- b) Ill-treatment of children;
- c) Assault;
- d) Malicious damage;
- e) Gross carelessness which threatens the health and safety of others; or
- f) Being unfit through use of drugs or alcohol.

Otherwise, an employee should not be dismissed without the appropriate warnings.

6. Appeals

At each stage of the disciplinary procedure the employee must be told s/he has the right to appeal against any disciplinary action, and that the appeal must be made in writing to the pre-school owner or chair within five days of a disciplinary interview.

The appeal hearing should be heard, if possible within 10 days of receipt of the appeal. In a community group, two or three committee members - not, if possible, those involved in the initial disciplinary procedures - will serve as an appeals committee. In a privately-run group, manager(s) other than those involved in the earlier disciplinary stages should hear the appeal if at all possible.

If this is not possible, the appeal group may consist of the same people as the original panel, and they must make every effort to hear the appeal as impartially as possible. The employee may take a colleague or trade union official to speak for her/him.

- The employee will explain why s/he is dissatisfied and may be asked questions.
- The leader, owner, manager or chair will be asked to put his/her point of view and may be asked question.
- Witnesses may be heard and may be questioned by the appeals committee and by the employee and the leader, owner, manager or chair.
- The committee will consider the matter and make known its decision. A written record of the meeting will be kept.

7. Time Limits on Warnings

Except in agreed circumstances any disciplinary action taken should be disregarded for disciplinary purposes after a specified period of satisfactory conduct.

Normal practice is different periods for different types of warnings. In general, warnings for minor offenses may be valid for up to six months, whilst final warnings may remain in force for twelve months or more. Warnings should cease to be 'live' following the specified period of satisfactory conduct and

should be disregarded for future disciplinary purposes. There may, however, be occasions where an employee's conduct is satisfactory throughout the period a warning is in force, only to lapse very soon thereafter. Where a pattern emerges and there is evidence of abuse, the employee's disciplinary record should be borne in mind when deciding how long any current warning should last.

Exceptionally, there may be circumstances where the conduct is so serious – verging on gross misconduct - that it cannot realistically be disregarded for future disciplinary purposes. In such circumstances it should be made very clear that the final written warning can never be removed and that any recurrence will lead to dismissal.

8. Grievance procedure

If an employee is dissatisfied s/he must have the opportunity for prompt discussion with her/his immediate supervisor. For the supervisor of a pre-school this would normally be the manager/owner or committee chair. For other pre-school staff it would be the pre-school leader. If the grievance persists, a management panel should be set up for the purpose of further discussion, at which the employee may, if s/he wishes, be accompanied by a colleague.

There must be a right of appeal, to the owner or to the full pre-school committee. At this level also, the employee's colleague or trade union official may be present. The aim of the above procedure is to settle the grievance fairly and as near as possible to the point of origin. It is intended to be simple and rapid in operation.

- i. If grievance persists, you shall put your grievance in writing to your immediate supervisor. Your supervisor must give you a written response with five working days in an effort to resolve the matter.
- ii. If the matter is not resolved, you may raise the matter, in writing to the manager. A response must be given within five working days. A management panel will meet with you for further discussion, at which you may, if you wish be accompanied by a colleague.
- iii. There must be a right of appeal with all persons concerned. You should put your grievance in writing, and a meeting will be convened within seven working days of the grievance being received. Your colleague may be present at this stage. The manager's decision is final.
- iv.

This Policy was adopted at the meeting of Whitley Community Pre-School

Held on the:

Date to be reviewed: October 2017

Signed on behalf of the Management Committee

Name of signatory:

Role of signatory:

