

ABBOTS HALL OUT OF SCHOOL CLUB

STAFF DISCIPLINARY

Purpose and Scope

The out of school club aim is to encourage improvement in individual conduct or performance. This procedure sets out the action which will be taken when disciplinary rules are breached.

Principles

- * The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until this matter has been fully investigated.
- * At every stage, employees will have the opportunity to state their case and be represented or accompanied, if they wish, at any hearings by a trade union representative or a work colleague.
- * An employee has the right to appeal against any disciplinary penalty.

Procedure

1. **First Warning** – if conduct or performance is unsatisfactory, the employee will be given either an oral warning (for minor infringements) or a written warning if more serious. Such a warning will be recorded, but disregarded after 6 months of satisfactory service.
2. **Final Written Warning** – if the offence is serious, or there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given which will include the reason for the warning and a note that if no improvements results within 12 months, action to stage three will be taken.
3. **Dismissal or action short of dismissal**- if the conduct or performance has failed to improve, the employee may suffer demotion or dismissal.

Gross Misconduct

If after investigation, it is confirmed that an employee has committed an offence of the following nature, the normal consequences will be dismissal without notice:

- . Causing physical/ psychological harm to a child in their care
- . Theft
- . Damage to Property
- . Fraud
- . Incapacity for work due to being under the influence of alcohol or illegal drugs
- . Physical assault
- . Gross insubordination
- . Deliberate falsification of records

While the alleged gross misconduct is being investigated the employee may be suspended, during which time he or she will be paid their normal pay rate. Any decision to dismiss will be taken by the management committee only after a full investigation.

Appeals

An employee who wishes to appeal against any disciplinary decision must do so to the management committee within 5 working days. The management committee will hear the appeal and decide on the case. At the appeal any disciplinary penalty imposed will be reviewed.

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