

St Bede's School

Disciplinary Policy for

Employees of St Bede's School

1 Introduction

- 1.1 This disciplinary procedure applies to all staff within St Bede's school.
- 1.2 This disciplinary procedure exists to ensure that disciplinary problems at work are solved as quickly and as fairly as possible.
- 1.3 The disciplinary procedure may be invoked by St Bede's School where your work, conduct or action warrant such a measure and in order to improve performance and working relationships.
- 1.4 It is envisaged that most problems of performance and responsibility will be dealt with initially through professional intervention in order to avoid disciplinary action.

2 Employer's commitment

- 2.1 It is envisaged that the employer's commitment to an open style of management and staff support will mean that recourse to this procedure will be only in the most exceptional of circumstances.
- 2.2 Breaches of St Bede's School Code of Conduct will automatically lead to disciplinary action.
- 2.3 All staffs are encouraged to ask for clarification of any rule, guideline or procedure.

3 Procedures

- 3.1 This procedure exists to deal with misconduct, wilfully deficient performance, refusal to follow instructions, negligence or similar situations and is intended to be corrective and not punitive.
- 3.2 This procedure has three stages as set out below.
- 3.3 At each stage of the procedure you have the right to be represented by your trade union representative, and the right to appeal against any decision taken.
- 3.4 At each stage formal records may be kept and the result of each stage shall be confirmed in writing within the timescales detailed.
- 3.5 You are entitled to keep your own records and also to record your disagreements as to the accuracy of the formal records or of the result.
- 3.6 No disciplinary action will be taken against an employee who is a union representative until the circumstances of the case have been notified to a national office, or a full time official of the trade union of which you are a member.
- 3.7 The employee shall be informed in writing of the complaint against them and will be advised in writing of their rights under the disciplinary procedure.
- 3.8 The employee shall also be provided with documents to be referred to at the disciplinary hearing at least five working days prior to the hearing.
- 3.9 The employee and trade union representative shall be allowed a reasonable time to prepare the employee's case and the date and the time of any disciplinary hearing shall be agreed between the employee, and the trade union representative and the representatives of the employer.
- 3.10 Any appeals must be made in writing within 5 working days of having received written confirmation of the employer's disciplinary decision stating reasons for this.

4 Stage One – First Verbal Warning

- 4.1 This stage of the disciplinary may be issued directly by the Directors/Proprietors.
- 4.2 They will explain the reasons for taking disciplinary action and discuss plans and timetables for overcoming the problem.
- 4.3 They and the employee shall discuss what action should be taken to prevent further disciplinary action and a plan for assistance/training/support/review and appropriate timescales shall be agreed.
- 4.4 A verbal warning shall be confirmed in writing.
- 4.5 The first verbal warning will remain live on your file for three months.

5 Stage Two – First Written Warning

- 5.1 If after the review St Bede's School considers that progress on the matter of the first verbal warning is unsatisfactory then a written warning may be issued.
- 5.2 A plan of action shall be agreed.
- 5.3 The warning will confirmed in writing and will remain live on your file for six months.

6 Stage Three – Final Written Warning

- 6.1 If after the second review St Bede's School still considers that progress on the matter of the first written warning is unsatisfactory, then a third hearing shall be called.
- 6.2 Following this meeting a final written warning may be issued.
- 6.3 This written warning shall clearly state the precise nature of the problem, what improvement/action is required by when, set out a plan for assistance and state that subsequent lack of progress will be result in the termination of employment.
- 6.4 The final written warning will remain live on your file for one year.

7 Gross misconduct

- 7.1 St Bede's School reserve the right to dismiss without notice in cases of gross misconduct.
- 7.2 The following examples are not exhaustive and staff must be careful to read this in conjunction with other appropriate policies including the Code of Conduct.
- 7.3 Examples include:
 - Sexual, racial or other serious harassment, including bullying of a fellow employee.
 - Using or being under the influence of alcohol or non-prescribed drugs whilst at work, or handling such drugs whilst at work.
 - Breaches of procedures for handling cash and other financial transactions.