

## JACK AND JILL PLAYGROUP

### DISCIPLINARY POLICY

#### Procedures:

At all stages, the employee will be told what the complaint is against them, and the range of possible sanctions that may be taken. The first step in the disciplinary process will be for the employees Manager to meet the employee informally to discuss the conduct or performance in question.

The outcome of the meeting may be one of the following:

- No further action to be taken.
- A disciplinary hearing may be held and the outcome could be:
  - an oral warning on employees records:
  - a written warning on employees records remaining for 6 months:
  - a final written warning:
  - Consideration of termination of employment.

At any hearing or disciplinary meetings, they have the right to be accompanied by a member of staff of their choice or Trade Union Representative and both will have the right to ask questions and present evidence.

The Manager will explain what will happen if there are future problems or if performance does not improve. If the problem is performance related, the employees Manager will explain what the employee must do in order to improve. The Capability Policy may be activated.

If a consideration of termination of employment is made, the employee will be informed in writing of the date of the hearing, the allegations against them, and the possible disciplinary sanctions that may be taken, within seven days of the consideration being made. The date of the hearing will as far as possible not be more than fourteen days from the notice given.

If gross misconduct is suspected, the employee will be suspended on full pay which the matter is investigated by the Manager within 14 days of the employee's suspension. In allegations of gross misconduct, the member of staff may be suspended immediately without having a pervious verbal or written warning.

The employee will have the right to attend a meeting with the Manager, and will have the right to representation as set out in paragraph 2.

Following the investigation, the Manager may decide the following:

- To terminate contract
- To impose any other disciplinary sanction
- Take no further action.

In all cases the employee has the right of appeal, which must be done in writing within fourteen days, stating the grounds for appeal. If possible the person who hears the appeal will not be the person who took the original decision. An appeal should be heard within 14 days and may confirm, alter or reject the original decision.

Gross Misconduct: (types):

- Racist or sexist behaviour
- Racial or sexual harassment
- Alcohol and drug taking
- Violence, aggressive behaviour towards children and adults
- Dishonesty, theft
- Bullying
- Not following policies and procedures where likely to put children, adults in danger.
- Persistent failure to comply with reasonable requests or instructions from management.

**This policy was adopted at a meeting of the Jack and Jill Playgroup held on:**

**Signed on behalf of the pre-school:** \_\_\_\_\_

**CHAIRPERSON**