



## **Beehive Staff Disciplinary Procedures**

**Beehive will maintain a well-motivated, highly skilled and professional staff team. However, occasionally action will need to be taken to encourage improvement in individual behaviour and performance.**

Beehive will provide a fair and consistent method of dealing with disciplinary incidents. Our aim is always to support and encourage staff, while promoting good employment relations.

If a member of staff is subject to disciplinary action, fair and consistent procedures will be employed:

- The incident will be fully investigated and the facts established
- Investigations will be non-discriminatory and apply equally to all staff
- At every stage, the member of staff concerned will be advised of the nature of the complaint and given an explanation for any penalty imposed.
- Staff will be given the opportunity to state their case, and be accompanied by a friend, or colleague Trade Union during any part of the process
- Staff will not be dismissed for a breach of discipline except in the case of gross misconduct
- Staff have the right to appeal against any action taken against them

Investigations will be conducted by either the Manager or The Head Teacher or both.

### **Informal discussion**

Before taking formal disciplinary action, the manager will make every effort to resolve the matter by informal discussion with all concerned. Only where this fails to bring about satisfactory improvement or outcomes will disciplinary procedures be formally implemented.

### **Formal verbal warning**

Once a formal verbal warning has been given by the Manager, the member of staff in question will be notified of this and given an explanation for the warning. They will further be informed of their right to appeal. A brief note of warning will be kept on the clubs records which will be disregarded after 6 months subject to satisfactory conduct or performance.

### **Written Warning**

If, following a verbal warning, there is insufficient improvement in standards, or if a further incident occurs, a written warning will be issued, this will state the reason for the warning and that, if there is no satisfactory resolution after a further month, a final warning will be given. A copy of the first written warning will be kept on the clubs records, but will be disregarded after 12 months subject to satisfactory conduct and performance.

### **Final Written warning**

If a member of staff at Beehive’s conduct or performance remains consistently unsatisfactory, a final written warning will be given making it clear that any further breach of EYFS standards or other serious misconduct will result in dismissal. A copy of the warning will be kept on the staff file, but will be disregarded after 24 months, subject to satisfactory conduct or performance. The warning will state clearly what will happen if their conduct or performance doesn’t comply to EYFS standards.

### **Gross Misconduct**

If after an investigation, it is deemed that a member of staff has committed an act of the following nature, dismissal will be a normal outcome:

- Child Abuse (see Child Protection Policy)
- Serious infringement of health and safety
- Assaulting another person
- Persistent bullying, or harassment
- Being unfit for work through alcohol or illegal drug use.
- Gross negligence that either causes or might cause injury, loss or damage to a person or property.
- Theft, fraud or deliberate falsification of Wrap Around Care documents
- Deliberate damage to club property

While the alleged incident is being investigate the individual will be suspended, during which time normal levels to pay will prevail. Such suspension is not a disciplinary process and will be for as short a period as possible. Any decision to dismiss will only be taken after a full investigation.

If an individual has been found to have committed gross misconduct, they will be dismissed without notice.

### **Allegations against staff**

All staff are advised to minimise time spent alone with children and be aware of the potential risks in doing so (see Child Protection Policy)

If an allegation of abuse has been made against a member of staff, the Manager or Mrs Clare Owen will follow the procedures in the Child Protection Policy. If the allegation of abuse is against the manager then the matter will be reported directly to Mrs Clare Owen.

## *“Learning Today, Leading Tomorrow”*

### **Appeals**

Staff wishing to appeal against a disciplinary procedure must do in writing within 15 working days of the decision being communicated. Appeals will be dealt with as quickly as possible within at least 15 working days. All stages of the procedure, the right to appeal will be confirmed as part of the warning, suspension or dismissal letter.

Revised by Beehive manager and Headteacher January 2019

Date of next review January 2021

DRAFT