

PARKSIDE HOUSE SCHOOL

Disciplinary procedure

July 2014

To be reviewed July 2015

Disciplinary Procedure

The Purpose of the Procedure

Parkside House School requires good standards of discipline from its employees, together with good standards of work. The purpose of the disciplinary procedure is to ensure that any concerns over employees conduct or performance are handled in a fair, consistent and timely manner with the intention of bringing about an improvement and to protect the proper operation of the School and the health and safety of all who work within it.

All cases of disciplinary action under this procedure will be recorded and placed in the employee's record. A copy of the disciplinary record concerning an employee will be supplied to that employee at their request.

Employees have the right to be accompanied by their Union Representative or work colleague. It is the responsibility of the employee to arrange their own representation.

Stages within the Disciplinary Procedure

Investigation

No action will be taken before a proper investigation has been undertaken by the School into the matter of concern.

If appropriate an employee may be suspended while the investigation takes place.

During the period of suspension the employee will not be entitled to access any of the school premises, except with prior request to the Head of Education and access may be subject to such conditions the school may impose

Disciplinary Hearings

- If the School decides to hold a disciplinary hearing about the matter of concern, you will be given copies of relevant papers in advance of the hearing. At the hearing you will be given the opportunity to state your case.
- You may be accompanied by your trade union representative or a work colleague.
- No disciplinary penalty will be imposed without a disciplinary hearing, but a hearing may proceed in your absence if you fail to attend.

Appeals

- You have the right to appeal against any disciplinary decisions to the Chairperson, or nominated representative, of the Board of Governors. If you wish to appeal, you must inform the School of that decision within five working days of the date you receive the disciplinary decision.

- An appeal will be convened as soon as possible thereafter and at the appeal hearing you will be given an opportunity to state your case.
- The decision of the Chairperson will be notified to you in writing and will be final and binding under this procedure.

Misconduct

The following are examples of misconduct;

- Bad time keeping
- Unauthorised absence
- Minor damage to the School's property
- Failure to observe the School's procedures

These offences are not exclusive or exhaustive. An offence of a similar nature will be dealt with under this procedure.

Procedure

Stage 1 - First Formal Written Warning

Stage 2 - Second Formal Written Warning

Stage 3 - Dismissal

Gross misconduct

The following are examples of gross misconduct:

- Theft or non-authorised possession of any property belonging to the School or another person
- Serious damage to School's property
- Falsification of reports, accounts, expense claims, self-certification forms
- Refusal to carry out duties or reasonable instructions
- Violent, dangerous or intimidating conduct
- Bullying, harassment, victimisation or discrimination
- Indecent behaviour
- Misuse of the Internet to access or distribute material of a pornographic, offensive, obscene or inappropriate nature
- Incapability at work due to the effect of alcohol or drugs
- Possession, custody or control of illegal drugs on School premises
- Serious negligence which causes loss, damage or injury
- Committing a criminal offence that is relevant to the employee's employment and renders them unsuitable for their work
- Conduct likely to bring the School's name into disrepute
- These offences are not exclusive or exhaustive. An offence of a similar nature will be dealt with under this procedure. Gross misconduct will result in immediate dismissal without notice or pay in lieu of notice

Incapability

The following are examples of incapability

- Poor performance
- Incompetence
- Unsuitability
- Lack of application

These applications are not exclusive or exhaustive. An instance of a similar nature will be dealt with under the procedure of investigation, disciplinary hearings and appeals.

Removal of the effect of disciplinary warnings

Subject to satisfactory conduct or performance

- A written warning after 12 months
- A final written warning after 24 months

Please note that although 'out of date' warnings will not be taken into account at any subsequent disciplinary hearing, the papers in relation to any 'out of date' warning will remain on file.