



St Tudy Pre-school

Staff Disciplinary and Grievance procedure

Our pre-school has specific procedures in place for dealing with difficulties which may arise as part of the working relationship from either the employers or employees/volunteers/students perspective.

They are necessary to ensure that everybody is treated in the same way, issues are dealt with fairly and reasonable and that the pre-school as an employer is compliant with current legislation and guidelines.

The important provisions governing discipline and grievances at work area currently to be found within the Employment act 2008 and the Employment Tribunals (Constitution and rules of procedure) (amendment) regulations 2008.

Disciplinary procedures are needed to :

- Make employees aware what is expected of them in the terms of standards of performance or conduct and the likely consequences of continued failure to meet those standards
- Identify obstacles to individuals achieving the required standards (i.e. training needs, understanding of job requirements, additional support needed)
- Enable employers and employees, volunteers or students to agree goals and timescales for improvements
- Try to resolve matters before going to a employment tribunal
- Act as a point of reference were the issue to be taken to an employment tribunal or complaint made

Conduct

Employee, volunteer or student misconduct could range from continued lateness, failure to follow reasonable management instructions, abuse of organisations telephone and internet provision, bullying behaviour or creating hostile environment through theft, fighting and committing criminal offences.

Stages of Process

If disciplinary action is to be taken, it will be given in three stages:

- A formal letter (written warning)
- A formal meeting with committee and staff involved
- An appeal hearing before final decision

There will always be a fair and thorough investigation to determine all facts and to decide if further action is necessary.

Potential outcomes

At St Tudy pre-school, due to the nature of the service we provide to children and our community, it is at our discretion the result of any outcome following a disciplinary.

Grievance policy and Practice

At our pre-school it is essential that grievances from employees are treated in the same fair manner and all staff, volunteers and students are familiar with our grievance procedure.

Harassment is defined as any form of unwanted conduct related to any of the discriminatory grounds which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, humiliating or offensive environment for any person. A list that constitutes harassment:

- Jokes, comments, ridicule
- Texts, emails, social network posts or notices
- Jostling, shoving or any form of assault
- Gestures or threatening poses
- Excessive monitoring of work
- Isolation or exclusion from activities within work or socially
- Unreasonably changing someone's job content or targets
- Pressure to behave in an inappropriate manner, e.g. dress outside of ethnic or religious background

Two forms of Handling grievances

Informally

At our pre-school we will try our up most to resolve any grievance within the setting, with individuals concerned being encouraged to discuss with the manager informally and come to an amicable agreement and appropriate actions being taken to prevent further grievance.

Formally

If after informally trying to resolve the grievance, an individual still wishes to make a more formal Grievance, a meeting with committee and those involved will be held, either with both parties or separately.

It will be down to the managers and committee, including the Registered person to make a formal decision upon how to resolve the situation.

All actions or decisions will not be made lightly and we will consider both parties fairly before a decision is made. In some circumstances there may be need to staff suspension until the issues are resolved.

The committee and managers have 14 days to make a formal decision on the matter.

This policy was adopted at a meeting of: St Tudy Pre-school

Held on:

Date to be reviewed:

Signed on behalf of the committee:

Name of signatory: Emma Sleeman

Role of Signatory: Chair, St Tudy Pre-school

