

Disciplinary Policy.

Statement of intent.

It is the Pre-School Policy that all disciplinary issues and all employees will be dealt with in a fair and consistent manner and in accordance with laid down procedures.

Aim.

The aim of this policy is:

- To encourage corrective action on the part of the employee.
- To prevent deterioration in employee relations.
- To maintain high levels of conduct and performance.
- To assist the setting to operate effectively.
- To comply with legal requirements.

The purpose of the policy is to ensure that the correct procedures are followed.

Disciplinary Procedure.

In Pre-School, it is essential that certain standards and performance must be maintained to protect the smooth running of the setting and the well-being of it's employees.

The disciplinary procedure is designed to ensure fair treatment for those whose job performance is below requirements and those involved in breaches of discipline.

Depending upon the seriousness of the case, the disciplinary procedure may be entered into at any of the stages outline below.

In general, particular shortcomings on the part of an employee in meeting job requirements to the required standards will be initially brought to their attention by the Pre-School Manager, and in some cases a member of the Committee in informal conversation or supervision accompanied by the offer of assistance towards achieving improvements.

Guidelines for the conduct of disciplinary meetings.

- Employees have the right to be accompanied by a fellow employee, if they so wish, at any meeting held under disciplinary procedure.
- The Pre-School Manager will state the reason for invoking the disciplinary procedure, the disciplinary action to be taken and the corrective action required from the employee, together with a specified date by which acceptable improvement should be made.

- Full opportunity will be given for the employee to state their case.
- The employee will be advised of the full disciplinary action, and the consequences that will follow if improvement is not made.
- Disciplinary meetings will be conducted by a member of the Committee and the Pre-School Manager.

Stages of the disciplinary procedures.

Stage 1 – Verbal warning.

Should an employee's conduct or performance remain less than satisfactory after an informal warning/meeting. The situation will be formally reviewed with the Pre-School Manager and a member of the Committee, who will talk to them about their shortcomings and suggest ways in which they might put this right. A written record of this meeting will be kept in the employee's personal file.

Stage 2 – Written warning.

If the employee's conduct or performance remains less than satisfactory in relation to the agreed improvement plan made at stage 1 or, in more serious cases, the situation will be formally reviewed with them by the Pre-School Manager and a member of the Committee.

Following this meeting, the employee will receive a letter from the Committee recording the nature and outcome of the disciplinary meeting. The employee will be asked to sign a copy of the warning letter to confirm understanding of the terms of the letter. The letter will clearly state a plan of improvement and deadline dates for achievement. A copy will be held in the employee's personal file.

Stage 3 – Final written warning.

If the employee's conduct or performance fails to meet the standards established at stage 2 or, in more serious cases, the situation will be reviewed with the employee by the Pre-School and a member of the Committee.

Following this meeting, the employee will receive a letter recording the nature and outcome of the disciplinary meeting from the committee. The employee will be asked to sign a copy of the warning letter to confirm understanding of the terms of the letter. The letter will clearly state a plan of improvement and deadline dates for achievement. A copy will be held in the employee's personal file.

Stage 4 – Dismissal.

If the employee's conduct of performance fails to meet the standards established at stage 3 or, in more serious cases, the situation will be reviewed with the Pre-School Manager and a member of the Committee. The decision to dismiss an employee

must have the agreement of the Pre-School Manager and the Committee, prior to implementation. The decision will be confirmed to the employee in writing and this letter will also confirm to whom any appeal should be made and details of the procedure to be followed.

Summary dismissal.

In cases of gross misconduct, summary dismissal may be the only reasonable course of action for the Pre-School. Examples of actions which are likely to be treated as gross misconduct include:

- Fighting at work
- Hitting a colleague
- Smacking a child
- Under the influence of drug or alcohol
- Theft

When gross misconduct is suspected, the employee will normally be suspended on full pay for up to five working days to allow for an appropriate investigation of the case. This investigation will be conducted by the Committee to assure impartiality. This investigation will include a meeting with the employee. Following the investigation, the employee will be asked to attend a meeting with the Chairperson of the Committee plus one other member of the Committee. If the investigation has upheld the case of gross misconduct, the employee will be summarily dismissed without notice or pay in lieu. The decision will be confirmed to the employee in writing and this letter will also confirm details of the appeal procedure.

Disciplinary action required for Pre-School Manager.

In general shortcoming on the part of the Pre-School Manager should be addressed by the Chairperson of the Committee. If disciplinary action is to be taken this should be lead by the Chairperson supervised by another member of the Committee. All of the disciplinary stages should have the Chairperson present and action should only be taken on the Chairperson's instruction. In the case of stage 4 dismissal this should be agreed by all members of the Committee.

Appeals against disciplinary action.

Any appeal against disciplinary action must be made in writing within five days of the disciplinary action.

An appeal against a written warning should be made to the Chairperson of the Committee stating the reason for non-acceptance of the warning. They will carry out a full review of the facts, which may include a further meeting with the employee and the Pre-School Manager. Following this review, they will reply in writing to the employee's comments.

An appeal against dismissal should be made to the Chairperson of the Committee. They will carry out a full review of the facts and will reply in writing to the employee within five working days.

Records.

A record of any disciplinary action taken will remain on the employee's file for a period of time determined by the nature of the issue. This period will be no longer than 12 months.

This policy was adopted at a meeting of Little Acorns @ Our Lady & St Oswald's Pre-School held on (Date)..... 22/04/2015

Signed on behalf of management committee..... *J. Mc* *E. W. G. O.* 27/6/16

Role of signatory..... SECRETARY..... CHAIR

Term to be reviewed..... SUMMER TERM 2016..... SUMMER 2017