



HIGHWORTH

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Disciplinary Procedure for Pre-school employees.

Minor Disagreements

It is recognised that disagreements may arise among Pre-school staff, or between staff and Committee. These can usually be resolved informally by discussion, if necessary with the help of the PsLA Development worker or local authority advisor and are outside the limit of disciplinary or grievance procedure.

Disciplinary procedure.

A more serious situation arises when a dispute cannot be resolved, or when the Committee is dissatisfied with the conduct or activities of an employee,

Instant dismissal is possible only in extreme circumstances of gross misconduct.

Examples of such misconduct would be:

- theft or fraud
- ill - treatment of children
- assault
- malicious damage
- gross carelessness which threatens the health and safety of others
- being unfit through excessive alcohol and or drugs

otherwise, an employee will not be dismissed without the appropriate warnings.

Any disciplinary matter will normally be dealt with in three stages.

- an oral warning
- a written warning
- notice of dismissal

The employee may be accompanied by a friend or trade union official at each stage if he/she wishes and the friend or trade union official may speak on his/her behalf.

1. If an oral warning is to be given:
 - i) The employee should be interviewed by the Pre-school Chairperson & Manager who will explain the complaint. If the complaint is against the Manager the Supervisor will be present.
 - ii) The employee will be given full opportunity to state his/her case.
 - iii) If the warning is still considered to be appropriate, the employee will be told:
 - a) What action should be taken to correct his/her conduct
 - b) That he/she will be given reasonable time to rectify matters
 - c) That if he/she fails to improve then further action will be taken
 - d) That a record of the warning will be kept.
 - e) That he/she may appeal against the decision.

2. If the employee fails to correct * his/her conduct and further action is necessary:
- i) The employee will be interviewed and given the opportunity to state his/her case, as before.
 - ii) If the need for disciplinary action is established, a letter will be sent to the employee immediately.
 - iii) The letter will
 - a) Contain a clear reprimand and give the reasons for it.
 - b) Explain what corrective action is required and that reasonable time will be given for improvement.
 - c) Warn that failure to improve will result in further action being taken
 - d) Explain that he/she has the right to appeal against the decision.
3. If the employee still fails to correct his/ her conduct then :
- i) The employee will again be interviewed and given an opportunity to state his/her case as before.
 - ii) If the decision is to dismiss, the employee will be given notice of dismissal, stating the reasons for the dismissal and giving details of the right to appeal.

If progress is satisfactory within the time given to rectify matters, the record of verbal warning on the individuals file will be destroyed.

This policy was adopted at a meeting of the Vorda Pre-school Committee,

Held on (date)

Signed on behalf of the Pre-school

Position