



Disciplinary Policy and Procedure

March 2020

Review Date: March 2022

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

Disciplinary Policy and Procedure

This policy will be carried out with due regard to our School Vision and Mission Statement:

Together we love- Together we hope- Together we learn

St Joseph's Catholic Primary School is an inclusive, vibrant, Catholic community where we encourage everyone to share a love of learning and the love of Christ.

Together, we hope to inspire each other to achieve our full potential and to embrace our future with confidence.

DISCIPLINARY POLICY AND PROCEDURE

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DISCIPLINARY POLICY AND PROCEDURE

1. POLICY OVERVIEW AND NOTE

- 1.1 This policy is designed to help and encourage all employees (teaching and support staff) to achieve and maintain high standards of conduct and to ensure that all employees are treated fairly and consistently in all disciplinary matters.
- 1.2 Please note that where 'trade union representatives' or 'trade unions' are referred to in the text of this Policy, what is meant is the designated North Somerset Council Representative or Regional Official of each Recognised Trade Union (not the school-level representatives of those Trade Unions). The exception to this is where reference is made to employees having the right to be accompanied by a trade union representative, official employed by a trade union or work colleague. In this instance, the choice of representative would be made by the individual employee in consultation with the trade union as necessary.

2. SCOPE AND LINKS TO OTHER POLICIES

- 2.1 This policy applies to 'employees' only. It does not apply to individuals engaged to undertake work where no employment relationship exists, for example agency workers, casual workers, volunteers, work experience placements.
- 2.2 Minor infringements of expected standards of conduct/performance should be dealt with through effective management practice by way of advice, discussion, counselling, coaching, mediation or training and management instructions. This policy will only normally be used when such normal management practice has failed to achieve the required standard or expected level of improvement, or where the nature of the misconduct issue is sufficiently serious to justify formal disciplinary action. An indicative list of conduct which may lead to formal disciplinary action being taken is attached as **Appendix 1**.
- 2.3 In respect of 'performance' related concerns this policy should only be used where the performance issue relates to negligence or an attitudinal problem on the part of the employee. For other performance related issues the following procedures should be followed:-
 - where the poor performance is related to the employee's aptitude, skills or ability the *Capability Policy* will apply;
 - where the reason for the poor performance is related to the employee's health, the *Attendance Management Policy* will apply;
 - where the reason for the poor performance is related to an underlying drug or alcohol dependency, the *Alcohol and Drug Misuse Policy* will apply (where the school has one in place); and

- where the poor performance issue is identified during the employee's probationary period, the *Probationary Policy* will apply.

2.4 In relation to allegations are made against adults working with children, there are specific procedures laid down within relevant Government (DfE) guidance (the *Procedure for Managing Allegations Against People Who Work with Children*). Where the Local Authority's Designated Officer for Allegations and, where relevant, the Police have advised that the allegations may be dealt with internally by the School as a conduct issue, the Managing Allegations Procedure will need to be read in conjunction with this model Disciplinary Policy. This Procedure is available on our website. (See **Paragraph 17** for further details).

3. GENERAL PRINCIPLES

- 3.1 All disciplinary proceedings and decisions will be confidential and information will only be disclosed where an individual has a legitimate right to information under the provisions of the Disciplinary Procedure.
- 3.2 No disciplinary sanction will be imposed against an employee until the alleged misconduct issue(s) have been fully investigated. (N.B Suspension is not a disciplinary sanction - see Section 6).
- 3.3 With the exception of allegations relating to the safeguarding of children and vulnerable adults, no allegations that are made anonymously will be investigated.
- 3.4 In the event that an anonymous allegation is received that relates to the safeguarding of children and vulnerable adults, Human Resources will be contacted immediately for advice.
- 3.5 For further information regarding the question of the anonymity of witnesses, please contact Human Resources.
- 3.5 Employees will be informed of the matters to be considered under the disciplinary procedure and, where possible, given the opportunity to respond to all relevant evidence before any Disciplinary Hearing.
- 3.6 Any disciplinary sanction will be reasonable and proportionate to the individual case.
- 3.7 All employees will have the right of appeal against any formal recorded disciplinary warning or dismissal.
- 3.8 Employees have the right to be accompanied at any formal meetings by a trade union representative, official employed by a trade union or work colleague.

3.9 In the event that an employee raises a Grievance in connection with the conduct or handling of this Disciplinary Procedure, the School could choose to resolve the Grievance using the separate Grievance Procedure before further action is taken under the Disciplinary Procedure. Alternatively, it might be appropriate to deal with both at the same time. Please note that the Grievance Procedure will not apply if the employee wishes to complain about actions short of dismissal to which the school's Disciplinary or Capability Procedures apply unless the grievance is that these actions involve unlawful discrimination or are not genuinely on the grounds of conduct. Please see the School's Grievance Procedure.

3.10 **If the allegation is safeguarding related, the School must act in accordance with the guidance set out in paragraphs 17 of this Policy.**

4. DISCIPLINARY PROCEDURE

4.1 Initial Meeting

4.1.1 If following informal management action / instruction, there is no satisfactory sustained improvement in conduct or there is an alleged infringement in discipline which is considered to be of a sufficiently serious nature the Headteacher or his/her senior leader representative should arrange to meet with the employee under the terms of the Disciplinary Procedure. The employee should be informed that the meeting is being arranged under the Disciplinary Policy. This meeting should be convened as soon as possible after any incident/ infringement.

4.1.2 The purpose of this Initial Meeting under the Policy will be to establish the employee's initial response and on the basis of this to decide what appropriate action, if any, (including conducting an investigation) should be taken.

4.1.3 When the allegations is being treated as a safeguarding matter and the DFE's *Procedure for Managing Allegations Against People Who Work with Children* is being followed, and where the LA's DOFA has advised it is appropriate, the employee should be advised that this is the case and that if an investigation was to find that there was sufficient evidence to substantiate the allegation, this will be recorded as a substantiated safeguarding allegation on the employee's personal file in accordance with *Keeping Children Safe in Education*.

4.1.4 The employee should be advised to seek the support of their trade union

4.1.5 Outcomes of this meeting could be:

- to drop the matter with no further action required;

- to hold a further 'Management Meeting' to determine whether changes to management practices or procedures and /or further management support for employee or the issuing of a verbal warning are appropriate
- to fully investigate employee's alleged misconduct (including 'gross misconduct' and criminal conduct) under the provisions of the Disciplinary Procedure;
- if the decision is to fully investigate, to suspend the employee pending the outcome of the disciplinary investigation process; or
- to refer the matter for consideration under the Appraisal and Capability Policy.

4.1.6 Written notes of this meeting will be made, the notes will be shared and agreed, where possible, with the employee and the outcome must be communicated to the employee, in writing, within 5 working days of the meeting. A copy of this letter, and the meeting notes, should be retained on the employee's personal file held by the Headteacher.

4.1.7 The Governing Body agrees to notify the Schools Human Resources Advisory Service and the relevant trade union regional officer before any formal disciplinary action is taken in respect of a Trade Union Representative and agrees to notify the Human Resources Service where suspension is being considered

4.2 Management Meeting

4.2.1 Where the outcome of the Initial Meeting is that a 'Management Meeting' be held, the Headteacher or his/her senior leader representative should arrange to meet again with the employee under the terms of the Disciplinary Procedure. The employee should be informed that the meeting is being arranged under the Disciplinary Policy and informed of their right to be accompanied for support at the meeting by a trade union representative, official employed by a trade union or a work colleague.

4.2.2 The purpose of this 'Management Meeting' will be to determine whether it is appropriate:

- to drop the matter with no further action required;
- to take no further action against the employee but to change management practices or procedures and /or to provide further management support identified for employee;
- to deal with the matter in consultation with the employee (which could involve issuing a recorded verbal warning).

4.2.3 Written notes of this meeting will be made, shared and retained as in the case of the Initial Meeting.

5. VERBAL WARNING

5.1 Where it is considered that no further investigation is needed and that there is sufficient evidence to substantiate the alleged misconduct issue a verbal

warning may be issued where the issue is of a relatively minor nature. A verbal warning should be confirmed in writing to the employee setting out:-

- that it is the first stage of the Disciplinary Procedure;
- the standards of conduct required;
- that any failure to improve or modify their conduct could lead to further formal disciplinary action and ultimately dismissal and
- that the recorded verbal warning will stay on their file for 6 months.

6. SUSPENSION

6.1 Suspension is a response available to remove an employee from the workplace in order to investigate the circumstances relating to any alleged misconduct. The authority to suspend rests with the Chair of Governors or Headteacher. The School agrees to consult with the Schools Human Resources Advisory Service in these circumstances. Whilst suspension is not a disciplinary sanction it should not be imposed on an employee without reasonable and proper cause. Any decision regarding suspension should weigh up the interests of the employer in carrying out a fair and reasonable investigation alongside the interests and welfare of the employee who is the subject of the investigation and any witnesses.

6.2 Suspension may be considered appropriate for the following reasons:-

- the integrity of the investigation may be undermined by the accused employee continuing to work with witnesses;
- in cases of alleged or suspected gross misconduct;
- it is thought that the continued presence of the employee within the workplace could create risks to the employer's property or the employer's responsibilities to other parties.

6.3 The period of suspension should be kept as brief as possible. An employee will continue to receive their normal salary during any period of suspension except when they notify the employer that they are on sick leave. In these circumstances the Statutory Sick Pay and Occupational Sick Pay Scheme will operate as normal.

6.4 The following advice with regard to suspensions in connection with allegations linked to children's safeguarding is given in the Department for Education's (DfE's) *Dealing with Allegations Guidance*. 'Suspension must not be an automatic response when an allegation is reported. If the school is concerned about the welfare of other children in the community or the teacher's family, those concerns should be reported to the LADO or police but suspension is highly unlikely to be justified on the basis of such concerns alone. Suspension should only be considered in a case where there is cause to suspect a child or other children at the school is or are at risk of significant harm, or the allegation warrants investigation by the police, or is so serious that it might be grounds for dismissal. However, a person should not be

suspended automatically, or without careful thought being given to the particular circumstances of the case.

- 6.5 Schools should also consider whether the result that would be achieved by suspension could be obtained by alternative arrangements. For example, redeployment so that the individual does not have direct contact with the child concerned, or providing an assistant to be present when the individual has contact with children. This allows time for an informed decision regarding the suspension and possibly reducing the initial impact of the allegation. This will however, depend upon the nature of the allegation.
- 6.6 Schools should consider the potential permanent professional reputational damage to teachers that can result from suspension where an allegation is later found to be unsubstantiated, unfounded or maliciously intended.
- 6.7 Where it has been deemed appropriate to suspend the person, written confirmation should be dispatched within **one working day**, giving the reasons for the suspension. The person should be informed at that point who their named contact is within the organisation and provided with their contact details.'

7. THE DISCIPLINARY INVESTIGATION

- 7.1 Where following the Initial Meeting with the employee it is considered that further investigation is required to establish the facts, the advice of the HR Advisory Service should be sought
- 7.2 Any investigation of a case should be carried out promptly by a competent, impartial person and without unnecessary delay.
- 7.3 The employee must be informed in writing of the outcome of the disciplinary investigation, either through notification of a Disciplinary Hearing or by separate letter confirming the conclusions reached.
- 7.4 If the allegation is safeguarding related, the Local Authority's Designated Officer for Allegations (DoFA) should be informed of the outcome of the investigation before a decision is taken on any action to be taken.

8. THE DISCIPLINARY HEARING

- 8.1 If following an investigation it is considered that there is a case to answer arrangements should be made to convene a Disciplinary Hearing which the employee will be required to attend. Any Disciplinary Hearing should be held within 20 days subject to the availability of all relevant parties and documentation and should also allow the employee reasonable time to prepare their case. If the employee and/or his/her representative is unable to attend on the date which has been arranged one other alternative date should be provided within 5 days of the original date (consultation with the employee and representative should ensure that the alternative date is suitable).

8.2 At least 10 days prior to the date of the Disciplinary Hearing the Headteacher or representative will write to the employee confirming the decision to convene a Disciplinary Hearing. This letter will:

- state the time, date and venue for the hearing;
- outline the composition of the Disciplinary Panel;
- outline the nature of the allegations to be considered at the hearing;
- inform the employee of their right to be accompanied by a trade union representative, official employed by a trade union or a colleague;
- inform the employee of the possible outcomes of the meeting;
- *in cases of potential gross misconduct* inform the employee that the outcome of the hearing may be dismissal;
- *in cases where the allegation is considered to be safeguarding related* that a possible outcome of the hearing is the recording of a substantiated safeguarding allegation on their file until they reach normal pension age or for a period of 10 years from the allegation if this is longer.

8.3 At least 10 working days prior to the date of the Disciplinary Hearing, the management representative presenting the case at hearing must provide the employee and the Governor Panel with hard copies of any supporting written documentation to be presented at the Disciplinary Hearing and confirmation of the names of any witnesses to be called. At least 5 working days prior to the date of the Disciplinary Hearing, the employee must provide the Management Presenting Officer and the Governor Panel with hard copies of any written documentation they intend to present in support of their case and confirmation of the names of any witnesses they intend to call . These timescales may be varied with the mutual agreement of all relevant parties, including the Chair of the Governor Panel.

8.4

A disciplinary panel will be comprised of Governors (normally between 3 and 5 panel members). The Director of People and Communities or their representative may be invited to the panel at the discretion of the school in cases which may result in a decision to dismiss the employee.

8.5 A Protocol for Disciplinary Hearings is attached as **Appendix 2**. The allegations and evidence should be explained to the employee and the employee given a chance to ask any questions and the ability to present their own evidence.

9. **POSSIBLE OUTCOME OF DISCIPLINARY HEARING - DISCIPLINARY SANCTIONS**

9.1 The employee should be informed of the outcome of any Disciplinary Hearing in writing as soon as possible and within 5 days.

- 9.2 It may be that the outcome is that there is no case to answer.
- 9.3 The disciplinary sanction will depend on the seriousness of the misconduct, current warnings, previous employment record and/or relevant mitigating circumstances. Any sanction will also be appropriate to the circumstances of the case having due regard to the need for reasonableness and fairness.
- 9.4 Disciplinary sanctions will remain on file for a length of time that is considered appropriate in the circumstances. As a general guideline recorded verbal warnings will remain active on the employee's file for 6 months, first written warnings will remain active on the employee's file for 12 months and final written warnings for 2 years after which they will be removed and confidentially destroyed. The details of any substantiated safeguarding allegations must be kept on the employee's confidential personal file until the employee has reached their normal retirement age or for a period of 10 years from the date of the allegation if that is longer.
- 9.6 **Disciplinary sanctions**
- 9.6.1 Please note that, in conjunction with any of the disciplinary sanctions listed below (apart from dismissal) the school can consider, where this is felt to be appropriate / useful, requiring the employee to attend a training/development course.
- 9.6.2 Disciplinary sanctions can include any of the following:
- 9.6.3 **Recorded verbal warning** – whilst such warnings are normally issued outside of a formal Disciplinary Hearing, it is still possible that a Panel may determine that the misconduct is not sufficiently serious to warrant a higher level of disciplinary sanction or the circumstances of the case may be such that the Panel accepts mitigation submitted by the employee and considers that this justified a lower level of disciplinary sanction.
- 9.6.4 **Written warning** – may be issued in cases where the employee's misconduct is serious or where informal discussions have failed to achieve a satisfactory improvement in standard of conduct or there has been a further misconduct
- 9.6.5 **Final written warning** – may be issued for instances where the employee's misconduct is serious but does not justify dismissal, or in cases of misconduct if the employee has a current disciplinary warning and further misconduct has occurred
- 9.6.6 **Dismissal** – Dismissal is appropriate where an act of gross misconduct has been committed or, in normal circumstances, where a final written warning is current. It is not usual for dismissal to be the outcome for a first offence other than in cases of gross misconduct (*dismissal on the*

grounds of gross misconduct will be without notice or payment in lieu of notice)

- 9.7 In cases where the allegation is safeguarding related and the DfE's *Managing Allegations* guidance is applicable, one of the following outcomes will need to be determined and confirmed with the employee:

Substantiated: there is sufficient evidence to prove the allegation

Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive

False: there is sufficient evidence to disprove the allegation

Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation. (The Term does not imply guilt or innocence.)

Unfounded: to reflect cases where there is no evidence or proper basis which supports the allegation being made

10. APPEALS AGAINST DISCIPLINARY SANCTIONS

- 10.1 All employees have the right of appeal against formal recorded disciplinary warnings or dismissal. The appeal must be submitted by the employee in writing to the Headteacher within 10 working days of the date of the letter confirming the decision of the Disciplinary Panel. An appeal will be considered by a Governor Appeals Panel (normally 3 panel members) comprising of individuals who have not had any involvement in previous stages of the disciplinary process.
- 10.2 The appeal must include specific details of the reasons why the employee considers that the disciplinary sanction should be reviewed.
- 10.3 Appeal hearings will not normally be a re-run of the first hearing. Instead the Appeal Panel will consider the propriety of the procedure leading up to the original hearing and/or the composition of the original panel and/or conduct of the original hearing and/or any new evidence provided and/or the appropriateness of the initial disciplinary sanction.
- 10.4 The appeal should be heard without unreasonable delay and within 20 days subject to availability of relevant parties and documentation and the employee should be informed of the outcome in writing. The model protocol for a Disciplinary Hearing may also be used for appeal hearings.
- 10.5 The decision of the Appeal Panel is final and no further internal appeal will be allowed.
- 10.6 In cases where an appeal against a dismissal is upheld and a decision is made to re-instate/re-engage, the employee shall suffer no loss under their previous contract of employment from the date of the dismissal up to the date of re-employment. Any payment in lieu of notice is to be taken into account in calculating any loss.

MISCELLANEOUS PROVISIONS

11. RECORDS

11.1 Records of Disciplinary Hearings and Disciplinary Appeal Hearings will be kept detailing:

- the nature of any allegations
- the employee's defence or mitigation
- the action taken and the reasons for it
- whether an appeal was lodged, and its outcome
- any subsequent developments.

11.2 These records will be kept confidential, used and retained in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

11.3 Disciplinary sanctions will remain active on an employee's personal file for the period outlined in the written confirmation of the sanction. If the school receives a reference request during the period when a disciplinary sanction is still active this will be disclosed. If the applicant has been subject to disciplinary procedures involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired, this will be disclosed together with the outcome of the procedure. Details of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, and the outcome of those concerns e.g. whether the allegations or concerns were investigated, the conclusion reached, and how the matter was resolved will also be disclosed.

11.4 Confidentiality should be maintained during all stages and throughout the Disciplinary Procedure. This is to be done by ensuring that only those people who need to know through the course of their duties have access to the details of the case. Failure to comply with this requirement may lead to disciplinary action being taken through this Procedure.

12. ATTENDANCE AT MEETINGS

12.1 Employees are required to make all reasonable attempts to attend meetings and interviews convened under the Disciplinary Procedure. If it is not reasonable or practicable for an employee or their companion (see right to be accompanied) to attend a disciplinary meeting or interview, including the Disciplinary Hearing for a reason which was not foreseeable when the meeting/hearing was arranged, one further meeting/hearing will be arranged. Should the employee not attend a re-arranged meeting/hearing the meeting/hearing will normally continue and the allegations will be heard in the

absence of the employee. Employees will be offered the opportunity to be represented in their absence or make a written submission.

- 12.2 If an employee is absent from work due to sickness and the absence is expected to continue to the date of a Disciplinary Hearing, the Disciplinary Hearing may still take place. A decision will be made taking full account of any medical view provided by the employee's GP and/ or the school's occupational health service provider.

13. RIGHT TO BE ACCOMPANIED

- 13.1 Employees who wish to be accompanied at meetings/hearings convened under the provisions of the Disciplinary Procedure have a right to be accompanied by a single companion who is either:

- a work colleague;
- a trade union or workplace representative or
- an officer employed by a trade union.

- 13.2 Employees may alter their choice of companion should they wish.

- 13.3 The single companion must not be a legal representative. The employee should provide enough time for the school to deal with the companion's attendance at the meeting and should inform their Headteacher (or the Headteacher's representative) whether their companion is a fellow worker or trade union official or representative (and of their name where possible) prior to any meeting. In making their choice the employee should bear in mind the practicalities of the arrangements.

- 13.4 If the chosen companion is a work colleague, the work colleague may refuse the request to be a companion, however, should they accept they will be given paid time off to prepare for and to attend meetings.

- 13.5 It will be the responsibility of the employee to contact and liaise with their chosen companion. If the employee's chosen companion will not be available at the time proposed for the meeting by the school, the school will postpone the hearing to a time proposed by the worker provided that the alternative time is both reasonable and not more than five working days after the date originally proposed. Should the chosen companion not be available the meeting will be re-arranged once only.

14. ACCESS TO INFORMATION BY EMPLOYEES

- 14.1 Employees who are absent from the workplace and who are the subject of disciplinary proceedings may themselves want to access information to form their defence against the allegations against them. Such requests will need to be put in writing to the Headteacher or representative, who will then arrange a

convenient time and place for the employee to access the information required, providing that the request is reasonable.

- 14.2 Files/computers/laptops/mobile phones cannot be removed from school/council buildings, however copies of documents and print outs of e-mails, for example, may be provided if appropriate.

15. CRIMINAL CONDUCT

- 15.1 Employees are required to inform their Headteacher or representative in the event of being cautioned or arrested on suspicion of a criminal offence whether the offence is committed during the course of employment or outside employment. Failure to comply with this requirement may be regarded as gross misconduct and may lead to summary dismissal. Advice should be sought from the Human Resources Service where an employee is remanded in custody.

16. FINANCIAL IRREGULARITIES

- 16.1 The council's Internal Audit Service must be notified at the earliest opportunity where allegations of misconduct/criminal act concern financial irregularities. The Anti-Fraud and Corruption Policy may apply. Whether or not it does, the Disciplinary Procedure will be followed if the employee's conduct is found, upon investigation, to be unsatisfactory. In these circumstances, an internal audit may be carried out. The information gathered as part of an internal audit investigation may be used as evidence within the disciplinary proceedings.

17. PROTECTION OF VULNERABLE GROUPS

- 17.1 Where the alleged breach of discipline or management concern relates to any of the following circumstances the School must act in accordance with the guidance set out in paragraphs 17.2 and 17.3 immediately:
- behaved in a way that has harmed a child, or may have harmed a child or that has placed a vulnerable adult at risk of, or contributed to a vulnerable adult experiencing, abuse or neglect;
 - possibly committed a criminal offence against or related to a child or a vulnerable adult; or
 - behaved towards a child or children or a vulnerable adult or vulnerable adults in a way that indicates he or she would pose a risk of harm to children or vulnerable adults.
- 17.2 If the allegation or concern relates to any of the circumstances described in paragraph 17.1 **and involves a child (that is, someone under the age of 18)**, then:

- the Head teacher or safeguarding lead must in the first instance contact Social Care's Single Point of Contact on 01934 888808 at the earliest opportunity and
- the Allegations of Abuse procedure outlined within the DfE's *Keeping Children Safe in Education* guidance must be followed (this is available on the NSESP website or on the DfE website at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf .

Immediate action may be required to protect the child from further harm. Otherwise no attempts should be made to investigate further before discussion with Social Care's Single Point of Access and, if required, the Designated Officer for Allegations (DoFA) and the police should be consulted prior to any investigation if it is a potentially criminal matter.

17.3 Where the allegation relates to any of the circumstances described in paragraph 17.1 **but involves a vulnerable adult**, then:

- the Head teacher or Safeguarding Lead must in the first instance contact Care Connect on 01275 888801 at the earliest opportunity;
- the North Somerset Multi-Agency Adult Safeguarding Procedures must be followed (this Policy is available on the North Somerset Council website: [https://www.n-somerset.gov.uk/Social%20care/community_care/Documents/safeguarding%20adults%20procedures%20\(pdf\).pdf](https://www.n-somerset.gov.uk/Social%20care/community_care/Documents/safeguarding%20adults%20procedures%20(pdf).pdf)

Immediate action may be required to protect the vulnerable adult from further abuse or neglect. Otherwise no attempts should be made to investigate further before discussion with Care Connect and, if required, the Safeguarding Adults Manager and the police should be consulted prior to any investigation if it is a potentially criminal matter.

17.4 Where it is determined that the allegation should be treated as safeguarding related the and DfE's *Managing Allegations* guidance is being followed, the advice of the LA's Designated Officer for Allegations (DOFA) should be sought regarding when it is appropriate to notify the employee that this is the case.

17.5 Advice should also be sought from the HR Advisory Service at the earliest opportunity.

17.6 In these circumstances, in addition to any disciplinary action, consideration should be given to:-

- requesting an up to date check through the Disclosure and Barring Service (DBS) , or registering any concerns with the DBS (see the model *DBS referral Policy*); and
- where the employee is a teaching member of staff notification of the alleged misconduct/criminal act to the Department for Education or any successor body or authority.

18. EQUAL OPPORTUNITIES

18.1 Managers must not discriminate on the grounds of race, age, gender, disability, sexual orientation, religion or belief, gender reassignment, marriage and civil partnership, pregnancy and maternity, or other grounds when dealing with any matters under the school's Disciplinary Policy. Managers will also need to ensure that the needs of employees are given careful consideration when applying this policy.

19. OTHER RELEVANT POLICIES/DOCUMENTS

- Schools Model Disciplinary Policy - Guidance Notes
- Code of Conduct
- Health and Safety
- Attendance Management Policy
- Bullying & Harassment
- Probationary Policy
- Reference Policy
- Disclosure Policy
- DBS Referral Policy
- Social Media Networking Policy
- Allegations of Abuse Guidance
- DfE Keeping Children Safe in Education

All our policies and guidance can be found at www.supportservicesforeducation.co.uk

This Disciplinary Policy and Procedure has been approved and adopted by the Governing Body on _____ and will be reviewed on _____.

Signed by Chair of Governors:

Signed by Headteacher:

APPENDIX 1

MISCONDUCT AND GROSS MISCONDUCT – INDICATIVE EXAMPLES

It is important that employees are aware of the standards of conduct expected of them. The following lists provide a guide as to the type of conduct which is likely to be considered by (enter name of school) as misconduct and/or gross misconduct and which may lead to formal disciplinary action being taken.

Misconduct

Examples of offences which will be regarded as misconduct and will be fully investigated and considered at a Disciplinary Hearing include:

- strictly minor, first time breaches of children’s safeguarding policies
- poor time keeping or lateness
- unauthorised absence from work
- time wasting
- minor safety offences
- unauthorised use of school facilities or systems e.g. telephone, internet
- disruptive behaviour
- contravention of the school’s No Smoking Policy
- refusal or failure to carry out reasonable management instruction(s)
- inappropriate behaviour towards others (e.g. deliberate rudeness)
- disobedience of instructions (verbal or written)
- abuse of authority e.g. when an employee’s conduct towards a fellow employee or a member of the public is threatening or abusive
- neglect of duty e.g. when an employee:
 - without sufficient cause, fails to discharge the obligations which statute or contract of employment places on them
 - fails to report any matter which it is his/her duty to report
 - fails to make an entry which it is a duty to make, in any book or document
 - fails properly to account for, or to make a prompt return of, any money or property which comes into their possession in the course of their duties.
- deliberate falsehood e.g. when an employee knowingly or through neglect makes any false, misleading or inaccurate oral or written statement or entry in any record or document made, kept or required for the purposes of the school
- deliberate damage to school property
- corrupt or improper practice e.g. when an employee improperly uses, or attempts to use, their official position for their own private/personal advantage or for the private/personal advantage of some other person
- inappropriate disclosure of information e.g. when an employee without proper authority communicates to any person information which is given to him/her in confidence as an employee of the school
- misconduct in relation to official documents e.g. when an employee without sufficient cause destroys or mutilates any record or document made, kept or

required for the purpose of the school, or alters or erases or adds to any entry in such a record or document

- being under the influence of alcohol or drugs
- conduct likely to offend decency
- sleeping on duty
- criminal conduct
- discrimination
- harassment/bullying
- being an accessory to a disciplinary offence
- wilful neglect of health.

(This list is indicative only and is not intended to be exhaustive).

Gross Misconduct

Examples of offences which will be regarded as gross misconduct and will be fully investigated and considered at a Disciplinary Hearing include:

- any serious breach of children's safeguarding regulations or policies
- fighting or physically assaulting a person
- violent, abusive or intimidating conduct
- serious acts of discrimination in breach of the school's Equality Policies, including acts of incitement or actual acts of discrimination on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation
- deliberate inappropriate use of the internet or the email systems
- serious bullying or harassment
- serious breach of the school's rules relating to electronic systems, computers, mobile phones and other similar equipment
- serious instances of inappropriate behaviour towards others
- failure to comply with relevant statutory or regulatory requirements
- sexual misconduct at work
- serious incapability through being under the influence of drugs or alcohol
- serious infringement of health and safety rules
- serious negligence which causes unacceptable loss, damage or injury
- rudeness to students or parents or other members of the public
- deliberate damage to school property
- unauthorised removal of school property
- providing false sickness or absence information
- theft from the school, students, staff or the public, and any other act of dishonesty
- reckless or serious misuse of a school vehicle
- falsification of qualifications which are a stated requirement of employment or which resulted in financial gain
- theft, fraud, deliberate falsification of records
- accepting a gift which could be construed as a bribe
- bringing the school into serious disrepute

- malicious damage to school property/equipment
- misuse of the school's property, equipment or name
- serious breach of the Data Protection Act 1998
- failure to inform your manager in the event of being cautioned or arrested on suspicion of a criminal offence
- being imprisoned for a serious criminal offence while an employee of the school.

(This list is indicative only and is not intended to be exhaustive).

Employees should be aware that gross misconduct is misconduct which is serious enough to immediately destroy the relationship of mutual confidence and trust between the school and the employee. If an allegation of gross misconduct is upheld at a Disciplinary Hearing, the result will normally be summary dismissal without notice or payment in lieu of notice.

Appendix 2 Protocol for Disciplinary Hearing

Introduction

The Chairperson will:

- Introduce those people present
- Confirm the allegations to be considered
- Explain the way in which the hearing will be conducted

Presentation of Management's Evidence

The Investigating Officer will introduce evidence relevant to the disciplinary allegations. Any witnesses called by the Investigating Officer will be:

- Questioned by the Investigating Officer
- Questioned by the employee and his/her representative
- Questioned by the Disciplinary Panel
- Questioned by the Investigating Officer to clarify any particular points but not to introduce new evidence.

At the conclusion of the Investigating Officer's submission he/she may be questioned by the employee and his/her representative and by the Disciplinary Panel.

Employee's Response

The employee and or representative may respond to the allegations and may introduce evidence in their defence. Any witnesses called by the employee and/or representative will be:

- Questioned by the employee and his/her representative
- Questioned by the Investigating Officer
- Questioned by the Disciplinary Panel
- Questioned by the employee and/or representative to clarify any particular points but not to introduce new evidence.

At the conclusion of the employee's/representative's submission he/she may be questioned by the Investigating Officer and by the Disciplinary Panel.

Summing-Up

The Investigating officer will be asked to sum up his/her case but not to introduce new evidence.

The employee and/or representative will be asked to sum up his/her response but not to introduce new evidence.

Decision

The Disciplinary Panel will adjourn in order to consider the case before giving a decision. The Panel must consider all the facts and decide what action to take, bearing in mind all the relevant factors which will include the following:

- the gravity of the offence
- whether the employee is subject to any current disciplinary warnings/sanctions
- the employee's general record.
- the Council's Disciplinary Procedure in relation to the likely penalty as a result of the particular misconduct
- the consequences to the school of the particular misconduct
- the penalty imposed in similar cases in the past

Conclusion of Disciplinary Hearing

When a decision has been reached, the Chairperson will draw up a statement setting out the panels finding and decision. The disciplinary hearing will be reconvened and the employee and presenting officer informed of the panel's response to the evidence presented and the disciplinary sanction, if any, that is to be issued. Details of the appeals procedure will also be outlined.

All warnings and dismissals will be confirmed in a letter to the employee within 5 working days of the disciplinary hearing. The letter will state clearly:-

- The panel's conclusions in relation to the evidence presented.
- The nature and seriousness of any misconduct.
- The disciplinary sanction that is being issued, and where relevant any time limits involved.
- The standard of conduct expected in future and the likely consequences for the employee if this is not met.
- Any support to be provided by the to assist the employee .
- The way in which the employee may exercise his/her right of appeal against any disciplinary sanctions that has been issued.

Guidance Notes

Confidentiality

Hearings should not be conducted in public. Care must be taken over any announcement of the conclusion: any statement that is strictly necessary (including to the full Governing Body) should be confined to the outcome only, all participants in the hearing should exercise great caution over discussing the case in order to avoid prejudice.

Persons sitting on a Panel should have no personal connection with the employee, the presenter of the management case or witnesses since this might prejudice a fair hearing.

Role of the Local Authority Representative

In maintained schools where the Local Authority is the employer (that is Community and Voluntary Controlled (VC) schools), a representative of the Local Authority has the right to attend all proceedings where dismissal might be an outcome. In the case of schools where the Local Authority is not the employer (Voluntary Aided (VA), Foundation and Trust schools and Academies) a representative of the Local Authority can attend by invitation of the Governors.

The role of the Local Authority Representative (who will be someone from Schools Human Resources) is to give advice on procedure to the Panel.

Requests for Adjournment

The Panel may be asked by either side for an adjournment. They will need to assess the reasons for such a request and decide accordingly. Any reasonable request of this nature should not be refused.

Witnesses

In hearings, witnesses must withdraw as soon as questions to them are concluded. It may be necessary to recall them, otherwise they may be released.

APPENDIX 2A

Note on the Protocol for the Appeal Hearing

In the case of appeals the employee's side will normally make the initial presentation and this will set out the grounds for appeal.

The response will then be made by the Headteacher/Manager

An appeal is not a re-run of the first hearing but is an opportunity for the employee to set out reasons why, in their view, the initial decision was inappropriate.

It will, of course, be necessary for the Governors' appeal panel to have access to all documentation from the first hearing and in some circumstances it may be appropriate for a representative of the first Governors panel to make an introductory presentation in order to summarise previous events and decisions taken.

Appendix 3 Protocol for Disciplinary Appeal Hearing

Introduction

The Chairperson will:

- Introduce those people present
- Confirm the case to be considered
- Explain the way in which the hearing will be conducted

Presentation of Employee's case

The Employee and/or her representative will give the reasons for their appeal. Any witnesses called by the Employee will be:

- Questioned by the Employee and/or her representative
- Questioned by the Management Presenting Officer
- Questioned by the Disciplinary Appeal Panel
- Questioned by the Employee and/or her representative to clarify any particular points but not to introduce new evidence.

At the conclusion of the Employee's submission he/she may be questioned by the Management Presenting Officer and by the Disciplinary Appeal Panel.

'Management' / School Response

The 'Management Presenting Officer' (in the case of an Appeal this will normally be the Chair of the original Panel) will respond to the appeal case and may introduce evidence for the decisions of the First Panel. Any witnesses called by the Management Presenting Officer will be:

- Questioned by the Management Presenting Officer
- Questioned by the Employee and/or her representative
- Questioned by the Disciplinary Appeal Panel
- Questioned by the Management Presenting Officer to clarify any particular points but not to introduce new evidence.

At the conclusion of the Management Presenting Officer's submission she may be questioned by the Employee and/or her representative and by the Disciplinary Appeal Panel.

Summing-Up

The Employee and/or her representative will be asked to sum up her case but not to introduce new evidence.

The Management Presenting Officer will be asked to sum up his/her response but not to introduce new evidence.

Decision

The Disciplinary Appeal Panel will adjourn in order to consider the case before giving a decision. The Panel must consider all the facts and decide what whether to

- Dismiss the appeal and uphold the original decision of the disciplinary panel;
- Reduce the level of sanction; or
- Allow the appeal and overturn the original decision of the disciplinary panel.

Conclusion of Disciplinary Appeal Hearing

When a decision has been reached, the Chairperson will draw up a statement setting out the panel's finding and decision. The appeal hearing will be reconvened and the employee and presenting officer informed of the panel's response to the appeal.

The Panel's decision will be confirmed in a letter to the employee within five working days of the appeal hearing. The letter will state clearly the Panel's conclusions in relation to the evidence presented.