



## Staffing Policy

Staff at Little Pennies are valued and respected. However, at times problems may occur.

### DISCIPLINARY PROCEDURE

Disciplinary procedures exist to ensure that complaints about unsatisfactory work and conduct are resolved quickly and with as much assistance and fairness as possible.

Disciplinary action may be taken against you in the event of unsatisfactory work and conduct such as may be detrimental to the harmonious running of the organization.

This procedure is not designed primarily as a means of imposing penalties; it is also designed to encourage improvements in individual conduct.

### PENALTIES

Any of the following measures may be taken in cases where disciplinary action is considered necessary depending on the gravity of the offense:-

- 1) Verbal Warning
- 2) Written Warning
- 3) Suspension with or without pay
- 4) Dismissal with or without notice

### PROCEDURE

In cases of unsatisfactory work or conduct The Little Pennies Pre-School Board of Trustees will write to you within three working days to schedule a disciplinary hearing to take place within 10 working days (unless summary dismissal without notice is appropriate - see below )

If you are subject to any disciplinary measure, a Trade Union Officer or other representative of your choice, at the disciplinary or appeal hearing, may accompany you.

#### **i) Stage I: Verbal Warning**

The Chairperson in consultation with The Little Pennies Pre-School Board of Trustees will explain to you the reasons for taking disciplinary action. The discussion will be recorded and will include proposals for overcoming the difficulty and giving you a reasonable time before the review.

Verbal warnings cannot be referred to in disciplinary matters after six months of satisfactory service after the offence for which they were given.

#### **ii) Stage II: Written Warning**

Unsatisfactory progress will result in a further discussion with you by the Chairperson and The Little Pennies Pre School Board of Trustees. This will include further proposals and time for review and will be followed by a letter from the Chairperson detailing the nature of the offense and agreed measures to secure improvement.

### **iii) Stage III: Final Written Warning**

Should progress not have been satisfactory by the time of the review, you will be informed in writing by the Chairperson of the intention to dismiss you if lasting improvement is not forthcoming.

**Offences for which these measures are appropriate include, but are not limited to:-**

- a) Bad timekeeping
- b) Absenteeism
- c) Sub-standard work
- d) Failure to notify absence
- e) Insubordination
- f) Discrimination

Written warnings cannot be referred to in disciplinary matters after twelve months of satisfactory service after the offence for which they were given.

All written records of discussions will be agreed with you before being filed. Copies of such records will be available to you, your representatives, and the appropriate officers and Board of Trustees.

It should be noted that certain acts or omissions constitute gross misconduct and will result in summary dismissal without notice.

#### **Examples of such conduct**

- a) Theft
- b) Fighting
- c) Willful damage
- d) Falsification of work or other records
- e) Refusing to carry out lawful instructions

It is emphasized that these are examples and the list is not exhaustive.

### **iv) Stage IV: Suspension / Dismissal**

The Little Pennies Pre School Board of Trustees shall have the power to suspend you from duty and to require your removal from the place of employment for misconduct or other good and urgent causes.

**In the event of any such suspension the following provisions shall have effect: -**

- a) The Chair of the Board shall report as soon as possible to the Trustees.
- b) The Board of Trustees will consider what, if any, disciplinary action should be taken.
- c) If the action to be taken by the Board of Trustees could include your dismissal, you will be given not less than seven day's notice of the time, date and place of the disciplinary hearing and you will be entitled to present your case to such a meeting either in written submissions or by personal hearing.
- d) Any such suspension from duty will be with full pay

### **Disqualification (all registered providers)**

In the event of the disqualification of a registered provider, a person living in the same household as the registered provider, or a person employed in that household, the provider must not continue as an early years provider – nor be directly concerned in the management of such provision. Where an employer becomes aware of relevant information which may lead to disqualification of an employee, the provider must take the appropriate action to ensure the safety of the children. In the event of disqualification of a person employed in an early years provision, the provider must not continue to employ that person.

The provider must give Ofsted the following information when relevant:

- Details of any order, determination, conviction, or other ground for disqualification from registration under regulations made under section 75 of the Childcare Act 2006
- The date of the order, determination or conviction, or the date when the other ground for

- disqualification arose
- The body or court which made the order, determination or conviction, and the sentence (if any) imposed, and
- A certified copy of the relevant order (in relation to an order or conviction).

The information must be provided to Ofsted as soon as reasonably practicable, but at the latest within 14 days of the date the provider became aware of the information or ought reasonably to have become aware of it if they had made reasonable enquiries.

**APPEAL PROCEDURE**

If you wish to appeal against any disciplinary decision, this should be done within 5 working days of the decision and the appeal shall follow the procedure set out below:

Write to the Chairperson to request that an appeal hearing be scheduled within 10 working days

You may give your grounds for appeal in writing to be considered by the Appeal Panel in your absence, or you may attend in person to give evidence.

If you are subject to any disciplinary measure, a Trade Union Officer or other representative of your choice, at the disciplinary or appeal hearing, may accompany you.

The decision made at this level will be final and you will be notified in writing within 3 working days of the appeal.

The appeal panel would be made up of members of the Board of Trustees.

**GRIEVANCE PROCEDURE**

Grievance procedures exist to ensure that any problems or issues you may wish to raise are dealt with as quickly and as effectively as possible.

Where staff has a grievance this is the procedure to follow:

**If you have a grievance which cannot be resolved by discussion with the Preschool Leader, this procedure should be followed:**

- Request an interview with the Chairperson who should respond with a date for a meeting within 10 working days of your request. If not resolved following the meeting;
- Write to the Chair of the Committee detailing the grievance. If you wish you can request that the matter be considered by the Little Pennies Pre-School Board of Trustees.

In either event the decision made at this level will be final and you will be notified in writing within 3 working days of the outcome.

This policy was adopted at a meeting of Trustees held on .....

and was checked and re-affirmed on .....

Signed on behalf of The Little Pennies Pre-School

.....(Chairperson)

