



STAFF DISCIPLINARY PROCEDURE

This procedure sets out the action which will be taken when disciplinary rules are breached.

The procedure is designed to establish the facts quickly and deal consistently with disciplinary issues. Ashton Gate Out of School Care (AGOSC) believes that encouraging good and direct workplace communication will reduce the chance of problems occurring. No disciplinary action will be taken until the matter has been fully investigated and every effort made to resolve the matter informally. The formal procedure will only be used when it is not possible or appropriate to resolve the matter informally.

At every stage employees will have the opportunity to state their case and be represented, and to appeal against any disciplinary penalty. Appeals must be made within 3 months of any disciplinary action being issued.

In cases where a period of suspension with pay is considered necessary, this period will be as brief as possible and will be kept under review. Any suspension is not considered a disciplinary action.

Any information regarding staff members and their employment will be kept confidential as appropriate.

No employee will be dismissed for a first breach of discipline, except in cases of gross misconduct.

Mediation:

An independent third party or mediator can sometimes help resolve disciplinary or grievance issues. Mediation will be considered before formal action is taken and/or at each stage where appropriate.

Stage 1 – Verbal Warning:

If conduct or performance is unsatisfactory, a disciplinary hearing will be called. The staff member will be informed of the complaints against them and supporting evidence in advance and will be given at least 5 days notice of the hearing. The staff member has the right to be accompanied at the hearing. The hearing will give the staff member a chance to have their say before the Play Centre Manager reaches their decision. Following a full investigation, the employee may then be given a formal **VERBAL WARNING** by the Play Centre Manager that will be recorded. An explanation for the decision and required improvements will be given to the staff member in writing. The staff member has the right to appeal against any decision made. The warning will be disregarded after three months' subsequent satisfactory service.



Stage 2 – Written Warning:

If the offence is serious, if there is no immediate improvement in standards or if a further offence occurs a disciplinary hearing will be called. The staff member will be informed of the complaints against them and supporting evidence in advance and will be given at least 5 days notice of the hearing. The staff member has the right to be accompanied at the hearing. The hearing will give the staff member a chance to have their say before the Management Committee reach their decision. Following a full investigation, a **WRITTEN WARNING** may then be issued by the Chair, or a member of the Management Committee. This will include the reason for the warning and the required improvements. An explanation for the decision will be given to the staff member and they have the right to appeal against any decision made. The warning will be disregarded after three months' subsequent satisfactory service.

Stage 3 – Dismissal:

If there is still no improvement in standards, or if a further offence occurs, a disciplinary hearing will be called. The staff member will be informed of the complaints against them and supporting evidence in advance and will be given at least 5 days notice of the hearing. The staff member has the right to be accompanied at the hearing. The hearing will give the staff member a chance to have their say before the Management Committee reach their decision. Following a full investigation, the staff member may then be **DISMISSED**. An explanation for the decision will be given to the staff member, this will include the reason for the dismissal and they have the right to appeal against any decision made.