



Disciplinary policy

Purpose

The purpose of this disciplinary policy is to ensure that any breach of the staff code of conduct or misconduct is addressed in a fair, transparent, and consistent manner.

Types of misconduct

Misconduct may include, but is not limited to:

- Breaches of the staff code of conduct or ethical guidelines.
- Insubordination or failure to follow instructions.
- Unprofessional or inappropriate behaviour.
- Failure to attend work or excessive absenteeism without valid reason.
- Violations of safeguarding or child protection procedures.
- Harassment, bullying, or discrimination.

Procedures for addressing misconduct

If a staff member's behaviour or performance is unsatisfactory, the following steps will be taken:

1. Initial informal discussion: If the behaviour is minor, the Headteachers may have an informal discussion with the staff member to address the issue and clarify expectations.
2. Formal warning: If the issue persists or is more serious, a formal warning will be issued.

The staff member will be informed in writing of the concern, the expected improvements, and the consequences if the behaviour continues.

3. Investigation: In the case of more serious misconduct or a repeated offense, an investigation will be carried out. The staff member will have the opportunity to present their side, and all evidence will be reviewed impartially.

4. Disciplinary hearing: If the outcome of the investigation warrants further action, a disciplinary hearing will be scheduled. The staff member will be informed of the time and date and may have a representative present.

5. Disciplinary action: Following the hearing, the possible outcomes include:

- No further action.
- A final written warning.
- Suspension (pending further investigation).
- Dismissal (in cases of gross misconduct).

Appeals process

If the staff member disagrees with the disciplinary decision, they have the right to appeal. The appeal must be submitted in writing to the Board of Trustees within 10 working days. The appeal will be heard by a different senior member of staff or panel, and the final decision will be communicated in writing.

Next Review date Aug 2026