




MANOR INFANT SCHOOL

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CHAIR OF GOVERNORS & HEADTEACHER TO COMPLETE	
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STAFF DISCIPLINE, CONDUCT AND GRIEVANCE POLICY

'Valued as Individuals, Inspired as learners'

1. Introduction

The Governing Body of this school is committed to ensuring that all staff at the school should be treated in a consistent, fair and sensitive manner. This approach requires that the governors should specify those aspects of misconduct which may warrant consideration under the terms of the school's disciplinary procedure.

The following disciplinary issues have therefore been drawn up. It is expected that, wherever possible, problems of indiscipline will initially be dealt with through informal counselling. Where such counselling has not led to the desired improvement or the matter is sufficiently serious to warrant immediate formal action, the disciplinary procedure will be operated.

The full disciplinary procedures are laid out in the Manual of Personnel Practice, and maintained by the HR dept at Porstmouth City Council . As a local authority maintained school, Manor Infant is subject to the policies and practices laid out in that manual.

2. Disciplinary Issues

The lists below are those considered the focus of this policy. They are not exclusive or exhaustive and there may be other matters which are sufficiently serious to warrant categorisation and consideration as either 'misconduct' or

'gross misconduct'. 'Gross misconduct' occurs when the actions complained of are such that it is not feasible to tolerate the continued employment of the employee at the place of work whilst the matter is being investigated.

For the purpose of the disciplinary procedure, the terms 'misconduct' and 'gross misconduct' are also taken to include 'negligence' and 'gross negligence' where the occurrence amounts to a breach of contract.

Definitions

Misconduct which may warrant action under the appropriate stage of the disciplinary procedure includes:

- Poor timekeeping or persistent lateness
- Unauthorised absence from work
- Unauthorised use of the school facilities including the Internet
- Wilful failure to comply with a reasonable instruction from a member of senior management
- Persistent minor breaches of health and safety requirements
- Foul or abusive language
- Sexual or racial harassment which is not sufficiently serious to fall into the category of 'gross misconduct'

Gross misconduct which due to its nature may lead to suspension from post prior to consideration of dismissal includes:

- Unauthorised removal of school property
- Serious sexual or racial harassment
- Offences of dishonesty
- Serious breaches of health and safety requirements
- Sexual offences
- Serious criminal offences which undermine the employee's ability to perform his/her job
- Sexual misconduct at work
- Persistent wilful failure to comply with a reasonable instruction from a member of senior management
- Fighting
- Physical assault
- Actions which bring the school into serious disrepute
- Intoxication from either drink or other substances
- Falsification of time sheets, subsistence and expenses claims etc
- Theft
- Malicious damage to the school's property

Issues relating to the use of the Staff Discipline Policy and the terms 'misconduct', 'gross misconduct', 'negligence' and 'gross negligence' may sometimes relate to complaints against staff and the separate Complaints procedure document may need to be read in conjunction with this policy.

3. Staff Grievance

There may be occasions when a member of staff feels that they have a grievance against the school regarding their employment. The Manual of Personnel Practice mentioned in the Introduction also contains a policy that deals with staff grievance issues. The senior leadership and the Governing Body endorse this policy as applicable to the school and will ensure that it is used to address any staff grievances.