



## MANOR INFANT SCHOOL & NURSERY

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<b>CHAIR OF GOVERNORS &amp; HEADTEACHER TO COMPLETE</b> 
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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 department at Portsmouth City Council. As a local authority maintained school, Manor Infant school and nursery is subject to the policies and practices laid out in that manual.

The purpose of this disciplinary policy is to set and maintain standards of conduct and encourage staff to achieve and maintain these standards satisfactorily. It is also to ensure that all staff members are treated fairly and consistently.

## 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.

All members of staff should be treated fairly and with respect. If a staff member is unhappy about the treatment that they have received or about any aspect of their work, they should discuss this with their line manager, who will attempt to resolve the situation on an informal basis. If the staff member feels unable to approach their line manager directly, they should approach the Headteacher who will discuss ways of dealing with the matter with the staff member.

Where attempts to resolve the matter informally do not work, it may be appropriate for the staff member to raise a formal grievance. A formal grievance should be concerned with the way in which the staff member believes they have been treated by the School or about any aspect of their work.

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.