



Staff Disciplinary Procedure

The following stages will apply:

Stage 1: Informal verbal warning

The manager will explain the reasons for taking this action and discuss plans to help overcome the problem. A brief note of the date on which the issue was discussed and what action was taken will be made.

Stage 2: Formal verbal warning

If the issue is not resolved or the matter is considered by the manager to be very serious, the employee will be invited to a meeting and a formal discussion will take place. A plan will be put forward in order to rectify the situation. There will be discussion and examination of the plan with the employee and a reasonable time scale for a resolve shall be agreed upon. The discussion and plan will be kept on file and a copy shall be given to the employee. The manager shall inform the directors of Mill Grove (Keith & Ruth White) of the situation.

If the employee's poor performance or misconduct is deemed sufficiently serious, a formal written warning may be issued at this time.

Stage 3: Written warning

If no improvement is seen and after consultation with the Director of Mill Grove and with reference made to the records of previous verbal warnings, the manager will hold a further discussion with the employee and a plan for review and discussion will be agreed and recorded. The employee will have the right to be accompanied by a colleague or person of their choice at this meeting. The manager will set out in the form of a written statement given to the employee the reasons why their work, actions or behaviour is unacceptable, stating what is expected of the employee (with reference made to the Staff Code of Conduct and other relevant documentation/declarations), and a clear time frame for improvement shall be stated, with resulting termination of employment following if not adhered to and improvement is not seen.

Stage 4: Final warning and termination of employment

The employee will have the right to be accompanied by a colleague or person of their choice at this meeting. Should satisfactory progress not be seen by the time of the final review, the employee will be made fully aware in writing why employment is being terminated. Notice will be given.

In exceptional circumstances: if it is deemed that the safety of the children and indeed staff at the Pre-school would be compromised by the continued presence of a member of staff, that member of staff shall be subject to suspension of employment pending an enquiry. It should be noted that if such enquiry finds substance to the accusation – instant dismissal will follow.