



Constantine School

Staff Discipline, Conduct and Grievance Policy Statement

Purpose

To ensure that disciplinary action taken is both fair and reasonable and is applied equitably and with consistency in every case; the main purpose being to help and encourage staff to achieve and maintain acceptable standards of conduct. This is read in conjunction with the Count adopted Staff Grievance Procedure and Staff Disciplinary Procedure.

Scope

The procedure applies to all staff employed at Constantine School.

Whenever there are allegations of misconduct relating to inappropriate behaviour/contact/conduct towards children and young people, information contained in the relevant DCSF publications must be followed (see Section 6). 'Guidelines for the Use of Physical Restraint (Positive Handling) in Schools' issued by Cornwall Local Authority (revised March 2004) should also be followed. Advice should be sought from Children, Schools & Families Personnel at the earliest possible stage where child protection issues are raised.

Where there are concerns about the work performance of a trade union representative employed at the school, early discussions on the circumstances of the case will be had with a full time official of the trade union concerned or a local representative, nominated by the trade union.

Policy Statement

The Governing Body of Constantine School is fully committed to ensuring that high standards of conduct are achieved and maintained within the school. It also considers that all staff accept the need for high standards of conduct, particularly in the school environment, and do not find any difficulty in abiding by them. All staff conduct is underpinned by the school's Child Protection Policy and by Keeping Children Safe in Education July 2015.

However, it is also recognised that situations can arise where a staff member may appear to fall short in achieving the required standards of conduct. In addressing these issues, the Headteacher/Governing Body will ensure that all disciplinary cases follow the agreed Disciplinary Procedure, with each case being considered on its merits, without unreasonable delay, and in an objective, reasonable, fair and consistent manner. In most instances, good management practice will prevent recourse to formal disciplinary procedures. However, where the formal procedure does need to be applied, it will be done so in accordance with Employment Act 2002 (Dispute Resolution) Regulations 2004 and the principles of 'natural justice', that is:-

- in all circumstances where the formal procedure applies the member of staff will be informed in writing of any concern(s) about his/her conduct and will know the reason

for the Disciplinary Procedure being instigated; a copy of this correspondence will be provided for the trade union representative;

- the member of staff and/or their representative will be given an early opportunity to explain and account for any alleged misconduct before any disciplinary action is considered; and
- disciplinary hearings will be conducted fairly and impartially.

The maintenance of satisfactory conduct is the responsibility of all staff.

The procedure will be applied in a non-discriminatory way to all staff.

The Governors will ensure that a copy of the procedure is available to all staff.

During the formal stages of this procedure the employee has a right to representation from a work colleague or trade union representative

Adopted Local Authority Policy:

Model Disciplinary Procedure

Model Grievance Procedure

July 2016