



## **Employment**

### **E4 Disciplinary and Grievances**

#### **Policy statement**

The aim of a disciplinary or grievance procedure is to achieve a fair, effective and consistent method of dealing with disciplinary and performance matters.

A grievance procedure enables an employee to raise complaints relating to his/her employment with his/her line manager.

A disciplinary procedure enables employers to investigate allegations of misconduct that have been made to them about the employee and resolve them in a fair, effective and consistent manner.

Little Fishes Preschool will follow set guidelines, agreed by staff and managing committee, on how to resolve issues quickly and efficiently. This will enable us all to work together in an open and honest environment where expectations are agreed and maintained, and procedures followed should there be a breakdown in this process.

The guidelines, which are displayed within the setting, include time keeping, meeting deadlines, general conduct towards others within the setting and the church, and unpaid leave requests. These guidelines will be reviewed and amended regularly and this review may be implemented by either management or staff as and when the need arises.

Little Fishes Preschool will comply with the principles set out in the ACAS Code of Practice on Disciplinary and Grievance Procedures (website address – [www.acas.org.uk](http://www.acas.org.uk))

## Procedures

### For raising a grievance:-

1. The employee should bring their grievance to the Manager who will listen and discuss the matter, in private, and hopefully come to an informal and satisfactory solution. Should the Manager not be available, or the member of staff wishes to not discuss their grievance with the Manager, the Deputy Manager should be approached and the grievance discussed with them in the same manner as above.
2. Should the matter not be able to be resolved informally with either the Manager or the Deputy Manager the employee should take their grievance to the Trustees of the Managing Committee for further discussion. An 'informal' meeting between all parties should be arranged and hopefully resolution will be reached. Minutes will be recorded and shared amongst those who attended the meeting. **(Contact details for the Trustees can be found in the day-to-day folder)**
3. If the employee is still not satisfied with the outcome he/she may insist on the matter proceeding to a full grievance meeting.
4. At this point the employee needs to put their grievance in writing, and the employer must have time to carry out any further investigations in order to answer the grievance competently.  
**Confidentiality will be maintained at all times.**
5. The employer will then invite the employee to a formal grievance meeting. The employee will be offered the opportunity to bring a companion to the meeting; this may be a work colleague if appropriate. **Work colleagues are under no obligation to act as a companion.**
6. At the meeting the employee will be asked what they are seeking as an outcome of the grievance meeting.
7. The minutes of the meeting and the final decision taken must be confirmed in writing to the employee and the employee must also be notified that they have the right to appeal.

### Appeal process:-

1. The employee must inform the setting, in writing, that they are appealing against the decision and clearly state their reasons for doing so. All appeals must be submitted within seven working days of the disciplinary meeting letter.

2. The employer must arrange an appeal meeting, which should be attended, if possible, by a senior manager/church leader. The timescale for this will be 2 weeks from receipt of the employee's appeal letter.
3. This person will hear the grounds for the appeal and have access to the minutes of the formal grievance meeting in order to determine whether the conclusion to the original meeting was appropriate. The appeal is *not* a rehearing of the original grievance but rather a consideration of the specific areas with which the employee is dissatisfied in relation to the original grievance. The person conducting the appeal may confine discussion to those specific areas rather than reconsidering the whole matter afresh.
4. After the appeal the employer must inform the employee of the decision, in writing within 10 working days of the appeal meeting.

## **Procedures**

### **For implementing disciplinary action:-**

1. A matter of misconduct will be investigated by the Manager or the Deputy Manager and discussed with the employee. A first time breach will be verbally discussed and a quick and fair resolution reached to the satisfaction of all concerned.
2. Should the same matter of misconduct arise and is found to be true, the employee will receive a verbal warning which will be noted on their employment record. Should the same matter of misconduct *not* occur within a six month period of the verbal warning, the note will be removed from the employee's employment record. The note of the removal of the verbal warning will be reinstated should the employee transgress within a one month period from removal of the note.
3. Should further breaches of the same misconduct occur the employee can expect to receive two official verbal warnings in total, which will be noted on their employment record.
4. Once two verbal warnings have been reached, and the misconduct is continuing, the employee will receive a written warning stating that should the misconduct occur one more time their contract of employment will be terminated.
5. Final written warning and dismissal will occur if the misconduct continues after the first written warning. This action can only be taken by the Trustees of the Managing Committee. The employee will be provided, in writing, the reasons for dismissal, the date on which employment

will terminate, and the right to appeal. The employee should provide the employer with a letter of their intention to appeal within a 2 week period of having their employment terminated.

6. Once the first verbal warning has been noted on an employee's employment record the setting will offer the following in order to prevent any further verbal warnings from occurring:-
- i) An improvement note for unsatisfactory performance will be given to the employee stating the infringement and that improvement is required.
  - ii) A timescale will be agreed in which the improvement in performance should be reached along with help on how to make that improvement.

### Legal framework

- *Acas Code of Practice on Disciplinary and Grievance Procedures – March 2015.*

### Further guidance

- [www.gov.uk](http://www.gov.uk)
- <https://www.acas.org.uk/acas-code-of-practice-on-disciplinary-and-grievance-procedures>
- *People Management in Early Years (EYA 2016)*

This policy was adopted at a meeting of

Little Fishes Preschool

Held on

8<sup>th</sup> October 2014

Date to be reviewed

Reviewed Spring 2023

Next review Spring 2025

Signed on behalf of the management  
committee

Vicky Baker – Chairperson

Tracy Parkins - Manager

Name of signatory

Role of signatory (e.g. chair/owner)