

TURVEY PRE-SCHOOL PLAYGROUP

The Reading Room, High Street, Turvey, Bedfordshire, MK43 8DB

Tel 01234 888970 email: admin@turveypreschool.org www.turveypreschool.org

Registered charity no.295055

Grievance and Disciplinary Policy and Procedure

Policy Statement

This policy outlines the procedures for handling grievances and disciplinary matters within Turvey pre-school. It ensures that all staff are treated fairly, consistently, and in accordance with current employment law and safeguarding requirements. It is also an opportunity to have it examined quickly and effectively, and where a grievance is deemed to exist, to have it resolved, if possible at the earliest practicable opportunity.

The setting is committed to creating a supportive working environment where concerns can be raised without fear of victimisation and where misconduct is addressed appropriately.

Scope

This policy applies to all employees, including permanent, temporary, and agency staff working within Turvey Pre-school.

Legal Framework

This policy is informed by the following legislation and guidance:

- Employment Rights Act 1996
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Children Act 1989 and 2004
- Early Years Foundation Stage (EYFS) Statutory Framework
- ACAS Code of Practice on Disciplinary and Grievance Procedures
- Working Together to Safeguard Children

Principles

Turvey pre-school will ensure that:

- All concerns are dealt with promptly and fairly
- Employees are treated consistently and without discrimination
- Confidentiality is maintained wherever possible
- Employees have the right to be accompanied at formal meetings
- Clear records are kept of all proceedings



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GRIEVANCE PROCEDURE

Definition

A grievance is any concern, problem, or complaint that an employee raises about their work, working conditions, or relationships with colleagues.

Employees who raise concerns under this procedure will not be subject to any detrimental or less favourable treatment as a result of doing so.

Where the grievance is made with malicious intent, the employee will be subject to our disciplinary procedure.

All employee must treat as confidential, any information communicated to them in connection with a grievance matter.

Any data breach or breach of confidentiality may also lead to an investigation and potential sanctions under our disciplinary procedure.

Informal Procedure

Employees are encouraged to raise concerns informally in the first instance with their leader. If the concern is regarding the leader then it will be raised the Chair of our committee. Many issues can be resolved quickly through discussion.

Formal Procedure

If the matter cannot be resolved informally, the employee should submit a formal grievance in writing and address it to the leader, making clear that they wish to raise a formal grievance.

Stage 1: Grievance Meeting

- A meeting will be arranged without unreasonable delay
- The leader or chair will invite the employee to a grievance meeting to discuss.
- The employee has the right to be accompanied by a colleague or trade union representative
- The employee will have the opportunity to explain their grievance and present evidence

The employee must make every effort to attend the meeting. The employee will be permitted to explain in detail and how they think it should be resolved. The employee should take any documents or evidence they have regarding the grievance



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Stage 2: Investigation

- A fair and impartial investigation will be conducted
- Relevant witnesses may be interviewed
- All evidence will be reviewed before a decision is made

We will endeavour to respond to the grievance as soon as possible and, in any case, within 10 working days of the grievance meeting. If it not possible to respond within his time period, the employee will be given an explanation for the delay and be told when a response can be expected.

Stage 3: Outcome

- The employee will be informed of the outcome in writing
- Appropriate action will be taken where necessary

In the event that the employee feels their grievance hasnot been satisfactorily resolved, the employee may then appeal in writing to the Chair of our Committee within 5 working days of receiving the grievance decision in writing. Within the letter the

Appeal

If the employee is dissatisfied with the outcome, they may appeal in writing within 5 working days.

- An appeal meeting will be held
- Where possible, it will be heard by a different manager
- The decision of the appeal will be final

This is the final stage of the grievance procedure and the pre-schools decision shall be final.

DISCIPLINARY PROCEDURE

Purpose

The disciplinary procedure is designed to help and encourage employees to achieve and maintain acceptable standards of conduct, attendance and performance. Turvey pre-school will behave fairly and consistently in investigating and dealing with allegations of unacceptable conduct, attendance or performance.



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If an employee's complaint relates to their dissatisfaction with a disciplinary, performance review or dismissal decision they should not invoke the grievance procedure but should instead appeal against the decision in accordance with the appeal procedure.

Types of Misconduct

Minor Misconduct

Examples include:

- Persistent lateness
- Minor breaches of policy
- Inappropriate conduct

Gross Misconduct

Examples include:

- Safeguarding breaches
- Abuse or inappropriate behaviour towards children
- Theft or fraud
- Serious negligence
- Being under the influence of drugs or alcohol at work heft or fraud
- Assault
- Malicious damage
- gross carelessness which threatens the health and safety of others

Gross misconduct may result in summary dismissal.

Disciplinary Process

No disciplinary action will be taken will be taken against an employee until the case has been fully investigated.

Informal action will be concisedered where appropriate to resolve the problems.

For formal Action the employee will be advised of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made at the disciplinary meeting.



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It is prohibited for employees to record (whether covertly or otherwise) the proceedings at disciplinary meetings, and at any appeal meeting without the express permission of Turvey pre-school. If Turvey pre-school discovers that the employee has recorded covertly, the employee could be subject to further disciplinary action.

Investigation

- An investigation will be carried out to establish the facts
- Employees may be suspended on full pay while investigations take place (this is not a disciplinary action)

Disciplinary Hearing

- The employee will receive written notice of the hearing
- The employee has the right to be accompanied
- Evidence will be presented and the employee will have the opportunity to respond

Outcomes

Following the hearing, the possible outcomes are:

- No further action
- Verbal warning
- First written warning
- Final written warning
- Dismissal

Employees will be notified of the outcome in writing.

We will endeavour to respond to disciplinary action as soon as possible and, in any case, within 10 working days of the disciplinary hearing. If it not possible to respond within his time period, the employee will be given an explanation for the delay and be told when a response can be expected.

Appeals

Employees have the right to appeal any disciplinary decision within 5 working days.

- Appeals should be made in writing
- An appeal hearing will be arranged
- The decision following appeal will be final



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Safeguarding Considerations

Where allegations involve harm or risk of harm to a child:

- Safeguarding procedures will take priority
- The Local Authority Designated Officer (LADO) will be informed where appropriate
- Ofsted will be notified if required
- The employee may be suspended pending investigation

Confidentiality

All grievance and disciplinary matters will be handled confidentially. Information will only be shared on a need-to-know basis.

Record Keeping

Accurate records will be kept of:

- Complaints and allegations
- Investigations and evidence
- Decisions and outcomes

Records will be stored securely in accordance with data protection requirements.

Monitoring and Review

This policy will be reviewed annually or in line with changes in legislation and guidance.

