



Wattisham Airfield Childcare Centre

Disciplinary and Grievance

Wattisham Airfield Childcare Centre is aware of its responsibilities to act as a good employer and recognises the contribution of good working relationships between staff at all levels as fundamental to the delivery of high quality childcare. The management has drawn up this disciplinary and grievance policy with reference to the legal requirements of the Employment Act 2002 and the guidance provided by the Advisory, Conciliation and Arbitration Services (ACAS).

Wattisham Airfield Childcare Centre will use the procedures in this policy to support good management and to ensure that all members of staff are treated fairly and equitably. All members of staff will be provided with a copy of the disciplinary and grievance policy.

The Management of Wattisham Airfield Childcare Centre will follow the procedures and stages as set out in this policy at all times. All issues will be handled in a confidential manner.

Procedures

Grievance procedure.

- The employee provides the manager with a written statement of their complaint.
- In the instance where the employee may have a grievance towards the manager then a written statement of their complaint should be addressed to the Chair of the management committee.
- The employer investigates the matter and invites the employee (accompanied by another colleague if they so wish) to a meeting to discuss the grievance. A signed, written record of the outcome of this meeting will be sent to the employee.
- The employee may appeal against the decision made. This appeal should be heard at a further meeting, involving, if possible, a more senior manager. The decision reached at this meeting will be confirmed in writing to the employee.

- If the employee is within their probationary period, one weeks' notice can be given to terminate their contract of employment.

Disciplinary Procedure

- The manager will prepare a written statement of the nature of the disciplinary matter, including details of the evidence to be taken account. This will be given to the employee along with an invitation to attend a meeting to discuss the matter. The employee will be made aware of their right to have a colleague with them at the meeting.
- If the employee is within their probationary period one weeks' notice can be given by either party to terminate their contract of employment.
- At the meeting the circumstances and information regarding the disciplinary issue will be discussed in detail and the employee will have an opportunity to respond to the issues raised. At the end of the meeting, a decision will be made as to whether to pursue the matter further and any penalty that may be imposed. There will be a clear statement of action to be taken by the employee, including timescales to address the issues raised. This outcome will be confirmed in writing to the employee, including information stating whom any appeal should be made to.
- If the employee wishes to appeal against the decision made, they must do so in writing within seven days of the disciplinary meeting. An appeal meeting will be set up and take place within reasonable time of the meeting. This appeal meeting will include a member of the management committee not already involved in the original disciplinary meeting and the outcome will be confirmed in writing to the employee.
- All paperwork will be stored in the staff members personal files in a locked filing cabinet. If the staff member leaves the information from any disciplinary will be stored in a locked cupboard alongside other personal paperwork.

Legal framework:

- Children Act, 1989, 2004, 2006
- Data Protection Act 1998
- Disability Discrimination Act 2002

- Employment Act 2002
- Employment Equality Regulations 2003, 2006
- Health & Safety at Work Act 1974
- Race Relations Act 1976, 2000
- Sex Discrimination Act 1975, 1986
- EYFS Welfare requirements

This policy was adopted at a meeting _____ name _____ of
of _____ setting
Held on _____ (date)
Date to be reviewed _____ (date)
Signed on behalf of the management _____
committee _____
Name of signatory _____
Role of signatory (e.g. chair/owner) _____

Review dates:

Date _____ **signed** _____

Date _____ **signed** _____

Date _____ **signed** _____

Date _____ **signed** _____

