

# Disciplinary and Grievance Procedure

## Purpose

This procedure sets out fair and transparent processes for:

1. Disciplinary action – addressing breaches of conduct, performance issues, or serious misconduct.
2. Grievance – enabling staff, tutors, and volunteers to raise work-related concerns in a structured way.

It ensures compliance with employment law, good governance, and safeguarding responsibilities.

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## Scope

Applies to:

- All employees, tutors, and volunteers with ACT 2 CAM.

Note: Students, parents, or external stakeholders use the Complaints Policy, not this procedure.

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## General Principles

- All processes are fair, confidential, and transparent.
  - Individuals have the right to be accompanied by a colleague or union representative at any formal meeting.
  - Decisions are evidence-based, with notes and records retained securely.
  - Disciplinary or grievance action will not compromise safeguarding obligations; serious safeguarding issues are escalated immediately to DSL or external agencies.
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## Part 1: Disciplinary Procedure

# Disciplinary and Grievance Procedure

## 1. Informal Stage

- Minor performance or conduct issues should first be addressed informally through discussion with the line manager or Headteacher.
- The purpose is to:
  - Clarify expectations
  - Identify support or training needs
  - Record agreed actions and review period

## 2. Formal Stage

If informal resolution fails or the issue is more serious:

1. Written Notice – Staff will receive a written statement of concerns, with evidence and a meeting date.
  2. Investigation – A fair investigation is conducted by a manager or designated staff member, gathering all relevant information.
  3. Disciplinary Hearing – The Headteacher (or delegated manager) will hold a hearing:
    - Staff may be accompanied by a colleague or union rep.
    - Evidence is presented; staff have the opportunity to respond.
  4. Outcome – Possible outcomes include:
    - Verbal warning
    - Written warning
    - Final written warning
    - Dismissal or termination of volunteer role (for serious misconduct)
- Written records of all stages are kept securely.

## 3. Appeals

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- Staff may appeal in writing to the Director or designated trustee within 10 working days of the decision.
  - An independent panel or senior staff member will review the appeal.
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## Part 2: Grievance Procedure

### 1. Raising a Grievance

- Staff should first attempt to resolve concerns informally with their line manager.
- If unresolved, submit a formal written grievance to the Headteacher, stating:
  - Nature of concern
  - Relevant dates, times, and witnesses
  - Desired outcome

### 2. Investigation

- The Headteacher (or designated staff) investigates the grievance promptly and confidentially.
- Where necessary, external advisors may be involved.
- Staff may be interviewed and can provide supporting evidence.

### 3. Grievance Meeting

- A formal meeting is held to discuss findings and proposed solutions.
- Staff may be accompanied by a colleague or union representative.
- A written outcome is provided within 20 working days, including:
  - Decision and reasons

## Disciplinary and Grievance Procedure

- Any actions to be taken
- Right to appeal

### 4. Appeals

- Appeals must be submitted in writing to the Director or trustee within 10 working days.
- An independent panel or senior staff member will review and issue a final decision.

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### Additional Notes

- Safeguarding issues: Allegations of abuse or serious misconduct involving children are immediately escalated to DSL, LADO, or Police as appropriate, regardless of disciplinary stage.
- Confidentiality: All records are confidential and retained according to ACT 2 CAM data protection policies.
- Timeline flexibility: Some cases may require extended investigation due to complexity or safeguarding concerns; staff will be updated regularly.

Reviewed annually or sooner if legislation, guidance, or operational requirements change.

Externally Audited: January 2026

Next review: January 2027