

Staff Discipline, Conduct and Grievance Policy

Policy Owner Suki Gill

Full Name	Position	Signature	Date	Review Cycle
Suki Gill	Director of Education and Quality	<u>Suki Gill</u>	28.08.2023	Annual
Suki Gill	Director of Education and Quality	<u>Suki Gill</u>	27.08.2024	Annual
Suki Gill	Director of Education and Quality	<u>Suki Gill</u>	02/01/2025	Annual

1. Introduction

School of Coding & AI is committed to fostering a positive and professional working environment. This policy outlines the expectations for staff conduct, the procedures for addressing disciplinary issues, and the process for raising and resolving grievances. This policy ensures fairness, transparency, and consistency in managing conduct and grievances within the school.

2. Scope

This policy applies to all staff members, including permanent, temporary, and part-time employees, as well as contractors and volunteers.

3. Staff Conduct

All staff members are expected to:

- Adhere to the school's code of conduct.
- Treat colleagues, students, and all members of the school community with respect and courtesy.
- Perform their duties with integrity, honesty, and professionalism.
- Comply with all school policies, procedures, and applicable laws.
- Maintain confidentiality of sensitive information.

4. Disciplinary Procedure

The disciplinary procedure is designed to address and resolve issues related to staff conduct in a fair and consistent manner. The steps are as follows:

4.1 Informal Resolution

Wherever possible, issues will be addressed informally. A verbal discussion with the line manager will be the first step in resolving minor conduct issues. The aim is to provide guidance and support to correct the behaviour without resorting to formal action.

4.2 Formal Disciplinary Action

If informal resolution is unsuccessful or the issue is of a more serious nature, formal disciplinary action may be taken. This may include:



4.2.1 Investigation

An impartial investigation will be conducted to gather facts. The staff member involved will be informed of the nature of the complaint and given an opportunity to respond.

4.2.2 Disciplinary Hearing

If the investigation reveals grounds for formal action, a disciplinary hearing will be convened. The staff member will be given notice of the hearing and the right to be accompanied by a colleague or trade union representative.

4.2.3 Outcome

Based on the findings, possible outcomes may include a verbal warning, written warning, final written warning, or dismissal. The staff member will be informed of the decision in writing and given the right to appeal.

4.3 Appeal Process

Staff members have the right to appeal any disciplinary decision. Appeals must be submitted in writing within 10 working days of the decision, stating the grounds for appeal. An appeal hearing will be convened with a senior member of staff not previously involved in the case. The decision of the appeal hearing is final.

5. Grievance Procedure

The grievance procedure provides a structured approach for staff to raise concerns about their work environment, relationships, or any other aspect of their employment.

5.1 Informal Resolution

Staff are encouraged to resolve grievances informally by discussing the issue with their line manager. In many cases, grievances can be resolved quickly and effectively through open communication.

5.2 Formal Grievance

If the issue cannot be resolved informally, staff may raise a formal grievance. The procedure is as follows:

5.2.1 Submission

The grievance must be submitted in writing to the line manager or another appropriate person, detailing the nature of the complaint and the desired outcome.



5.2.2 Investigation

An impartial investigation will be conducted to fully understand the grievance.

5.2.3 Grievance Meeting

A meeting will be arranged to discuss the grievance with the staff member, who may be accompanied by a colleague or trade union representative.

5.2.4 Outcome

The decision will be communicated in writing, outlining any actions to be taken. The staff member has the right to appeal the decision.

5.3 Appeal Process

If the staff member is not satisfied with the outcome, they may appeal the decision in writing within 10 working days. An appeal hearing will be arranged, and the decision made at this stage will be final.

6. Confidentiality

All matters related to discipline, conduct, and grievances will be handled with strict confidentiality. Information will only be shared with those directly involved in the process.

7. Monitoring and Review

This policy will be reviewed annually to ensure it remains effective and compliant with current legislation.