



Dame Alice Owen's School  
Dame Alice Owen Foundation - 1613

# DISCIPLINARY POLICY AND PROCEDURE

Recommended for approval by the  
Personnel and Remuneration Committee  
Approved by the full Governing Body  
To be reviewed  
(reviewed every 2 years)

Spring 2023  
Spring 2023  
Spring 2025

To be monitored by the Governing Body Personnel & Remuneration Committee and approved by the full Governing Body

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*The Professional Associations and/or Trade Unions have been consulted on this policy, and HfL recommends it for adoption*

## 1. Introduction

The aims of this Disciplinary Policy are to:

- set out the standards of conduct expected of all staff
- ensure consistent and fair treatment for all
- ensure that any disciplinary matter is dealt with fairly and in a timely manner.

This policy and procedure applies to all staff except for support staff within their probationary period who are regulated by the terms and conditions of their contract. It does not apply to agency workers, consultants, self-employed contractors or volunteers unless the allegation relates to safeguarding.

This policy and procedure does not form part of any staff member's contract of employment and it may be amended at any time. Where appropriate, actions taken by staff outside working hours may also fall within the scope of this policy.

## 2. Disciplinary principles

Any disciplinary matter will be dealt with fairly and without unreasonable delay.

Staff will be given the opportunity to respond before any formal sanction is taken by the

School in respect of which they will have a right of appeal.

All staff must treat information communicated to them in connection with a disciplinary matter as confidential. A breach of confidentiality will be taken seriously and may lead to disciplinary action under this policy and procedure.

It is accepted that to differentiate between misconduct and gross misconduct is difficult, therefore each case must be treated on its own merits. Since the examples are guidelines, discretion will have to be exercised by the School in categorising breaches of discipline, having regard to all the circumstances under which the breach of discipline occurred.

## **2.1. Misconduct**

Misconduct is any type of behaviour or conduct at work that falls below the standard required by the School or is in breach of any policy or rule.

**Examples of misconduct include (but are not limited to):**

- minor breaches of policies
- poor timekeeping
- work not of the required standard (where capability is not in question)
- disruptive behaviour
- time wasting
- refusal to follow instructions
- inappropriate or offensive behaviour for example foul or abusive language
- disruptive behaviour
- minor damage to, or unauthorised use of property/facilities
- negligence in the performance of duties
- breach of the absence reporting procedures
- inappropriate use of social media.

## **2.2. Gross misconduct**

Gross misconduct is a more serious act of behaviour that irreparably undermines the implied duty of mutual trust and confidence with the School, or prejudices its reputation or business. Gross misconduct is seen as so serious, it justifies dismissal without notice or payment in lieu of notice.

**Examples of gross misconduct include (but are not limited to):**

- serious failure to follow child protection procedures
- failure to maintain appropriate professional boundaries with any student
- behaviour that has harmed or may have harmed a child
- behaviour that indicates a member of staff may not be suitable to work with children including such behaviour outside of the workplace which may or may not involve children
- gross negligence
- wilful/ deliberate breach of professional standards relevant to your employment

and/or role

- wilful or persistent refusal to carry out a management instruction or any act of serious insubordination
- theft or fraud
- falsification of any school records
- violent or threatening behaviour
- dishonesty involving anything that relates to life in a school
- breach of confidentiality or failure to ensure that confidential information is kept secure
- serious damage or misuse of school property/premises
- criminal offences or conduct, including those committed outside the workplace, which impact on the staff member's ability or suitability to do their job
- smoking (including the use of e-cigarettes) in any unauthorised area on School premises
- being under the influence of alcohol or drugs on School premises or at a school event
- inappropriate use of the School's Information Technology including email or internet abuse or and accessing sites containing pornographic, offensive or obscene material
- covertly recording hearings, meetings or colleagues
- harassment, bullying or discrimination against any other person (whether in person or online)
- unauthorised absence from the workplace
- serious breach of school confidence
- serious breach of health and safety procedures or regulations
- behaviour prejudicial to the good name or interests of the School or which may bring the School into disrepute.

### **2.3. Actions outside of work**

The School may consider a staff member's actions outside work (including use of social media) to be a form of misconduct or gross misconduct if they affect that staff member's ability to carry out their role or if it leads to a negative effect on the school's reputation.

### **3. Safeguarding and child protection allegations**

A safeguarding allegation is an allegation that the member of staff has:

- behaved in a way that has, or may have, harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child in a way that indicates that they are unsuitable to work with children

This includes where a member of staff, agency worker or volunteer is involved in an incident outside of school which did not involve children but could have an impact on their suitability to work with children.

In some circumstances, the School will have to consider an allegation against an individual not directly employed by them, where its disciplinary procedures do not fully apply, for

example, supply teachers provided by an employment agency.

Whilst the School is not the employer of agency workers, the School must ensure allegations are dealt with properly. In no circumstances should a setting within the School decide to cease to use an agency worker due to safeguarding concerns, without finding out the facts and liaising with the Local Authority Designated Officer (LADO) to determine a suitable outcome. The School will discuss with the agency whether it is appropriate to suspend the worker, or redeploy them to another part of the School, whilst an investigation is carried out.

The School will give reasonable consideration, before taking any action, to making a referral to the Local Authority Designated Officer and whether there is an obligation, statutory or otherwise, to make an appropriate disclosure to any other relevant bodies.

### **3.1. Points to consider during a safeguarding investigation**

Where the harm test has been or is likely to be met, allegations concerning the safety and welfare of children must be investigated and the process completed in full. The staff member can choose to resign during this process; however, the disciplinary process must continue and be heard post-employment. If the decision is that the member of staff would have been dismissed or a sanction imposed had they still been in employment, there is a legal duty to make the relevant referrals (i.e., DBS and/or Teacher Regulation Agency).

No internal disciplinary investigation/procedures should be initiated in relation to child protection whilst the matter is being investigated by the Police/Child Protection/Social Services, without authorisation being given to do so.

### **3.2. Safeguarding low-level concerns/allegations**

In accordance with Keeping Children Safe in Education, the School will look to manage any allegations/low level concerns that do not meet the harm test threshold.

The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the harm test threshold.

A low-level concern is any concern that an adult working in or on behalf of the School may have acted in a way that:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, (but are not limited to):

- being over friendly with children
- having favourites
- taking photographs of children on their mobile phone

- engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- using inappropriate sexualised, intimidating or offensive language.

#### **4. Financial irregularity**

The Academies Financial Handbook confirms schools must notify the Education and Skills Funding Agency (ESFA) of any instances of fraud, theft and/or irregularity exceeding £5,000 individually, or £5,000 cumulatively in an academy's financial year.

No internal disciplinary investigation/procedures should be initiated in relation to fraud whilst the matter is being investigated by ESFA or the police without authorisation being given to do so.

#### **5. Informal process and Management Advice**

It may be appropriate for minor conduct issues to be dealt with informally through management discussion rather than a formal process.

Where improvement is required, management advice clarifying the expectations of the School may be issued.

Expectations of the member of staff will be set out in writing and a copy will be given to the member of staff and placed on their personnel file. This informal management advice does not constitute a formal warning but may be referred to as part of any further disciplinary proceedings within reasonable timescales.

Formal steps will be taken under this policy if the matter is not resolved informally, or an informal approach is not appropriate.

#### **6. Pre-agreement**

It is perfectly acceptable for an agreement to be arrived at prior to the hearing between both parties in circumstances where the facts are not in dispute and both parties agree on the sanction.

A formal meeting should be held to discuss the key findings of the investigation and issue the pre-agreed sanction.

A member of staff will be given the right of appeal against any pre-agreed sanction.

This approach will not apply where the allegation concerns the safeguarding and protection of children, and/or where the harm threshold has or may have been met or where allegations relate to criminal activity or fraud.

It is not appropriate to dismiss a member of staff by means of pre-agreement.

There will be a right to revert to the procedure outlined within this disciplinary at any point prior to the formal pre-agreement meeting taking place.

## **7. Definition and separation of roles**

Where possible the School will seek to establish clear separation of roles in any disciplinary process. These will usually be defined as a Commissioning Manager, Investigating Officer and a hearing panel member(s).

### **7.1. The Commissioning Manager**

The Commissioning Manager, (normally the Line Manager, Headteacher or a Governor) will appoint an appropriate person as the Investigating Officer to carry out any formal investigation. They will also review the investigation details before proceeding to a hearing.

### **7.2. The Investigating Officer**

The Investigating Officer will normally be an appropriate member of the School's staff or an appropriate external third party.

## **8. Formal process**

### **8.1. Suspension**

There may be instances where suspension with pay is necessary whilst investigations are carried out.

Where possible, a meeting will be held with the member of staff at which the allegations and reasons for considering suspension will be discussed. The School will consider reasonable requests from a member of staff to be accompanied by a trade union official or work colleague where this does not unreasonably delay the process.

The School will consider reasonable alternatives to suspension where they exist. If suspension is deemed necessary, then this does not imply that a decision about the veracity of the allegations has been made and the period of suspension will not be considered as disciplinary action.

Suspension will be reviewed periodically to consider whether circumstances surrounding the suspension have changed.

During suspension a named contact will be assigned to keep in touch with the member of staff.

Where the member of staff is remanded in custody, the School will consider whether it is appropriate for the period of suspension to be unpaid.

## **8.2. Investigation**

No disciplinary action or sanction will be applied until the allegations have been investigated.

Unless otherwise impracticable, different individuals will carry out the investigation and disciplinary hearing.

An investigation may consist of the gathering of evidence or investigation interview with the member of staff or witnesses as the case requires.

Investigation interviews are solely for the purpose of fact-finding and the member of staff will be informed at the outset that the meeting is an investigation interview.

There is no statutory right for a member of staff to be accompanied at a formal investigatory meeting however the School may choose to extend this right to staff members who do wish to be accompanied.

A staff member may make a request to be accompanied where they would be otherwise unable to reasonably participate. The companion is limited to those persons outlined in section 8.5. The School will consider any reasonable requests made.

The member of staff will be informed as soon as possible as to the conclusion of the investigation and its outcome.

If the allegation is without foundation, no further formal action will be taken, and the member of staff will be informed of this in writing.

## **8.3. Witnesses**

The Investigator will decide if any witnesses will be interviewed as part of the investigation in relation to the allegation(s).

If there are a large number of witnesses the investigating officer can decide to only talk to a selection of them, however it may be appropriate to talk to all witnesses.

Character witness statements will not usually be accepted.

The investigating officer may decide that a witness statement can be provided instead of an interview. These would only be if:

- the witness is not a member of staff, for example a parent or from a third-party business
- only needs to confirm very simple information
- is too unwell to attend a meeting.

If the witness is a child or student under the age of 18, the parent/guardian must give consent to the school for the child to be spoken to.

The child can only be spoken to once as part of this investigation.

All witnesses will be spoken to as soon as reasonably possible.

#### **8.4. Invite to formal hearing**

If it is decided that there is a disciplinary case to answer, the School will invite the member of staff to a formal disciplinary hearing.

The member of staff will receive at least five school days' notice of the hearing in writing. Notification will include details of the allegations, possible consequences and sufficient information to enable the member of staff to answer the case at the formal hearing. This will include any evidence the employer proposes to use in the formal hearing.

#### **8.5. Right to be accompanied**

The member of staff has the right to be accompanied and supported at a formal hearing by a trade union representative or work colleague (companion).

The member of staff should provide the name of their representative within 2 school days of the hearing. Where the chosen companion is unavailable on the day scheduled for the hearing, the member of staff may request that the hearing be rescheduled to an alternative time that is reasonable and within 5 school days of the scheduled date.

If the representative remains unavailable, the member of staff may be asked to choose another representative.

During the hearing the companion/representative may address the hearing to put the member of staff's case forward and confer with the member of staff however they may not answer questions on the member of staff's behalf or address the hearing if the member of staff indicates they do not wish this.

#### **8.6. Disciplinary panel**

The individual responsible for the disciplinary investigation will not be a member of the panel.

Where dismissal is not a possibility a panel may reasonably be conducted by the Commissioning Manager or other appropriate person with authority to give a disciplinary sanction.

Where dismissal is a possible outcome, a panel of three appropriate individuals will normally hear the case. Where this is impracticable, or would cause unreasonable delays, a panel of two individuals may hear the allegations.



### **8.7. Formal hearing**

The member of staff (and their companion) must make every effort to attend the hearing. If the member of staff fails to attend the hearing without good reason, or is persistently unavailable, the School may decide in their absence based on the evidence available.

A Human Resources advisor may attend the disciplinary panel to provide professional support and advice to the panel. This advisor will not be a decision maker in this process.

A note taker may be present at the hearing. They will make a record of the hearing, but not of the confidential deliberations of the panel. The member of staff will receive a copy of these notes with the formal outcome letter unless otherwise impracticable.

The staff member (and their companion) must make every effort to attend the hearing. If the staff member fails to attend the hearing without good reason, or is persistently unavailable, the school may decide based on the evidence available.

Where a hearing is conducted digitally each party must ensure they are in a private location where no other parties are present or could overhear proceedings. All parties that are present, whether on or off screen, must be declared and accounted for in the formal notes. The School does not allow the audio recording of disciplinary hearings unless there are pre-agreed exceptional circumstances. Covert recording or allowing a person to attend covertly is considered gross misconduct.

At the hearing the member of staff will be entitled to:

- a full explanation of the case against them
- set out their case and respond to any allegations
- ask questions, present evidence and call relevant witnesses
- raise points about any information provided by witnesses.

Any witness to be called at a hearing must have submitted a written statement of their knowledge of the case at least 3 school days in advance of the hearing. These statements will be shared with all relevant parties without delay.

The Disciplinary Panel may adjourn the hearing if it is necessary to do so. The member of staff will be informed of the likely period of any adjournment.

The panel will convey the decision to the member of staff, in writing, within 7 calendar days or as soon as is reasonably practicable. The member of staff will be notified of their right of appeal under this policy.

### **8.8. Hearing outcome**

The decision is normally conveyed orally at the disciplinary hearing in the presence of the parties and will be confirmed in writing as soon as reasonably practicable, usually within seven calendar days.

On occasions, particularly after a lengthy hearing, it may be necessary to adjourn and reconvene at another time to consider its decision or close the meeting to consider the evidence and make a decision. In such cases, it may be agreed to communicate the outcome by telephone or remotely before confirming the decision in writing.

The staff member will be notified of their right of appeal under this policy.

## **9. Disciplinary action**

Where, following a disciplinary hearing, the panel reasonably believes that the member of staff has committed a disciplinary offence, the following action may be taken:

### **9.1. Informal management advice**

Where the panel establishes that a formal disciplinary sanction is not required, but where minor concerns remain regarding an employees' conduct, they may consider informal management advice, which does not constitute a formal warning, but enables the panel to clarify expectations for future conduct in line with the provisions set out in section 5.

### **9.2. First written warning**

Where misconduct has occurred and informal discussions have not led to sufficient improvement or are not considered appropriate, a formal written warning may be issued.

A written warning will remain active for a period of 12 months, unless the member of staff is notified to the contrary, and will be recorded on the member of staff's personnel file.

After the expiry of the warning period, the warning will remain permanently on the personnel file but will be disregarded in deciding the outcome of future disciplinary proceedings.

The member of staff will need to be at work throughout the relevant warning period. If they should be absent from work for any reason the School reserves the right to extend the period of warning at their discretion.

### **9.3. Final written warning**

If a staff member's misconduct is sufficiently serious, or if there are existing live warnings, it may be appropriate to move directly to a final written warning.

A final written warning will normally remain active for a period of 12 months or in exceptional circumstances up to 24 months.

After the expiry of the warning period the warning will remain permanently on the personnel file but will be disregarded in deciding the outcome of future disciplinary proceedings.

The member of staff will need to be at work throughout the relevant warning period. If they should be absent from work for any reason the School reserves the right to extend the period of warning at their discretion.

#### **9.4. Dismissal (including summary dismissal for gross misconduct)**

Where the member of staff has committed further acts of misconduct during the life of a final written warning the School may elect to dismiss with notice or payment in lieu of notice.

Where the member of staff has committed an act of gross misconduct, the member of staff may be summarily dismissed without notice, regardless of whether there are live previous warnings on file.

Where the allegations relate to safeguarding or child protection issues, the School will consider whether it is appropriate to make a referral to the DBS and/or the Local Authority Designated Officer.

If a teacher is summarily dismissed the School will make a referral to the Teaching Regulation Agency.

#### **10. Right to appeal**

Staff have the right of appeal against any disciplinary sanction given at any stage of the formal process.

Any member of staff who wishes to appeal a sanction should do so in writing within seven calendar working days of the receipt of a decision letter to the person named in the letter. The member of staff's letter to lodge the appeal should include the grounds for appeal. Examples of reasons to appeal include, breach of procedure, disciplinary penalty too severe, new evidence has come to light or all of the above reasons.

If the member of staff is appealing against dismissal, the date on which dismissal takes effect will not be delayed pending the outcome of the appeal. Therefore, during the appeal stage the member of staff will remain dismissed from the school.

Where an appeal against dismissal is not upheld, the date of termination will remain at the date on which the staff member was originally dismissed.

If the appeal is successful, the staff member will be reinstated with no loss of continuity of service or pay or any other detriment.

#### **11. The appeal process**

The appeal hearing will take place as soon as is reasonably practicable and without unreasonable delay.

Wherever possible the appeal will be heard by an appropriate individual, or panel of individuals, who have not been involved in the decision to impose a disciplinary sanction. At the discretion of the school the appeal may be either:

- a complete re-hearing of the matter or
- a review of the fairness of the original decision in the light of the procedure that was followed.

New evidence will only be considered if relevant and there is a good reason why this had not been included as part of the original hearing.

Where possible, the appeal panel should consist of at least the same number of governors as at the previous hearing.

At an appeal, any disciplinary penalty may be reconsidered but it cannot be increased.

The decision of the appeal panel will be final. It will be confirmed in writing as soon as reasonably practicable, usually within five school days.

## **12. Disciplinary action involving a trade union representative**

If the member of staff is an accredited trade union representative recognised by the School for collective bargaining purposes no action will be taken under this policy, save for of suspending the member of staff in a case of suspected gross misconduct, until the matter has been discussed (with the staff member's consent) with a full time official of the relevant union.

If consent is withheld the School may continue to apply its policy.

## **13. Overlapping disciplinary and grievance issues**

If a member of staff raises a grievance after disciplinary proceedings have started against them the school will consider suspending the disciplinary proceedings for a short period to consider the implications of the grievance (if any) on the disciplinary process. If the grievance and disciplinary issues are unrelated, they can be heard separately but if connected they may be dealt with concurrently.