



**NORTH FERRIBY C E PRIMARY SCHOOL**

## **DISCIPLINARY POLICY**

<b>Date of New Policy:</b>	<b>Summer 2014</b>
<b>Review Date:</b>	<b>Summer 2017</b>
<b>Policy Type:</b>	<b>Corporate</b>
<b>Coordinator:</b>	<b>Russ Orr</b>
<b>Link Governor:</b>	<b>Matthew Brailsford</b>
<b>Committee:</b>	<b>Personnel</b>

**North Ferriby CE Primary School Mission Statement:**

**A Christian School with children at  
its heart.**

**Christian Values Statement:**

At North Ferriby CE Primary School, we keep Christian values at the heart of our school community where we live, love and learn together.

**Ethos Statement for North Ferriby CE VC Primary:**

Recognising its historic foundation, the school will preserve its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice.

It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

YORK DIOCESAN BOARD OF EDUCATION

**DISCIPLINARY POLICY**  
(Corporate and Schools)

<b>Lead Directorate and Service:</b>	<b>Corporate Resources/Human Resources</b>
<b>Effective Date:</b>	<b>December 2013</b>
<b>Date Due for Review:</b>	<b>December 2015</b>
<b>Contact Officer/Number</b>	<b>HR Help Desk/391221</b>
<b>Approved By:</b>	<b>The Council 6<sup>th</sup> April 2011 Minute 1843</b>

**1. Scope**

- 1.1 This policy applies to all current employees of the Council including school-based employees where the respective school governing body has adopted the policy. The policy includes Foundation and Voluntary Aided Schools where the Governing Body is the legal employer and has resolved to adopt the policy. This policy will not apply to casual workers or those employees still serving their probationary period or immediately at its end.

**2. Background**

- 2.1 The Disciplinary Policy and Procedure has been developed to meet the requirements under employment legislation and the ACAS Code of Practice on Disciplinary Procedures.

**3. Responsibility**

- 3.1 The Council has a responsibility, through its Managers, to ensure that standards of conduct are set and maintained.
- 3.2 Managers are responsible for implementing this policy and ensuring that employees are aware of the expected standards of conduct and that these standards are maintained at all times.
- 3.3 Employees have a responsibility to make themselves aware of the standards of conduct and are expected to comply with those standards and to take advice from their Manager where they are unsure.
- 3.4 The recognised trade unions have a responsibility to ensure that the disciplinary policy and procedure are used properly, fairly and consistently.

**4. Trade Unions**

- 4.1 This document has been collectively agreed with the Councils recognised trade unions.

**5. Definition of Conduct**

- 5.1 Conduct is concerned with standards of behaviour which impact on the job and the Council. Capability is concerned with poor performance in the job and

relates to an employee's ability to do the job and is dealt with under the Capability Policy and Procedure. Genuine sickness absence will be dealt with under the Attendance at Work Policy and Procedure. Absence which is not genuine, whether related to sickness or not, will be dealt with under the Disciplinary Policy and procedure.

## **6. Policy Statement**

- 6.1 The Council has standards of conduct which are expected of employees and will provide, under this policy, a speedy, fair, consistent and effective method of dealing with alleged failures to observe the standards.

## **7. Policy Aim**

- 7.1 The aim of this policy is to emphasise and encourage improvements in individual conduct and to provide prompt, fair, consistent and effective arrangements in the treatment of employees when dealing with disciplinary matters.

## **8. Strategy**

- 8.1 The policy aim will be achieved by:
- Ensuring that this policy and procedure is widely circulated and publicised
  - Monitoring alleged breaches of conduct including the outcome of investigations, hearings and appeals
  - Providing adequate support to Managers including appropriate training
  - Ensuring that employees are aware of the general standards of conduct expected of them
  - Managers identifying particular problem areas and taking appropriate action to resolve them (e.g. employees not being aware of a particular rule).

## **9. Monitoring**

- 9.1 The Director of Corporate Resources and the Governing Body in schools will ensure that adherence to the Disciplinary Procedure is monitored.
- 9.2 Human Resources will request information from Directors and monitor the equality of treatment of employees and the speed, consistency and fairness of actions taken by Managers which lead to formal action under this Policy.

## **10. Review of Policy**

- 10.1 The Council will review this policy and procedure in line with its programme of policy reviews in consultation with the relevant trade unions. The policy, procedure and rules shall be deemed to incorporate any amendment which the Council is obliged to make by law.

## **11. Reference Policies, Guidance and Advice**

### **11.1 Disciplinary Procedure and Managers Guidance Notes**

Disciplinary Rules

Code of Conduct for Employees

Capability Policy and Procedure

Workplace Drug and Alcohol Testing Policy

Personal Harassment Policy

Equality in Employment Policy

Counter Fraud and Corruption Policy

Whistle Blowing Policy

Policy and Guidelines on the use of Electronic Mail (Email)

Policy and Guidelines on the use of the Internet

The word 'manager' is used to include decision makers in the context of the disciplinary policy which includes corporate Managers, Headteachers and Governing Bodies.