

Chieveley Pre-School: Disciplinary and Capability Policy

Reviewed and confirmed in line with EYFS 2024, ACAS Code of Practice, and Chieveley's staff management procedures.

1. About this Procedure

This procedure supports fair and consistent handling of misconduct or poor performance. It applies to all employees regardless of length of service, but not to agency workers or self-employed contractors. Minor issues are dealt with informally where possible.

2. Investigations

Before a disciplinary hearing is held, the matter will be investigated. Meetings held for fact-finding do not constitute disciplinary action. Employees may be suspended on full pay during investigation if necessary. Suspension is not disciplinary.

3. The Hearing

Written notice will be given, including the allegations and possible outcomes. Employees may be accompanied by a trade union rep or colleague. They may submit evidence or call witnesses. Decisions will be given in writing within 10 working days.

4. Disciplinary Action and Dismissal

The process usually involves three stages:

- Stage 1: First written warning – typically active for 6 months.
- Stage 2: Final written warning – for further issues or serious cases, active for 12 months.
- Stage 3: Dismissal – for continued issues or gross misconduct. Other options may include demotion or extension of warnings.

5. Appeals

Employees may appeal in writing within one week. Appeals are heard by a different senior person where possible. Final decision is given within 10 working days.

6. Gross Misconduct

Examples of gross misconduct include:

- Theft or fraud
- Physical violence or bullying
- Serious damage to property or people
- Misuse of organisation's name or assets
- Accessing inappropriate internet content
- Insubordination or harassment
- Breach of health and safety or confidentiality
- Bringing the organisation into disrepute
- Serious negligence, alcohol or drug misuse at work

7. Review and Sign-Off

This policy will be reviewed annually or following significant changes in legislation or after any incident that highlights a need for policy revision. The Pre-School Manager and committee will approve all changes.

This notice was reviewed and adopted by the Chieveley Pre-School committee.

Signed Preschool Manager:



Date: 04/09/2025

Signed Preschool Chair:



Date: 13.08.25