

## **Disciplinary Policy**

All staff are expected to conduct themselves professionally at all times when in work or representing Tina's Tots.

Tina's Tots requires an open and honest policy between employee and employer.

All documents submitted to Tina's Tots from employees must be true and accurate and updated whenever needed by the employee.

Staff failing to comply with policies and procedures set by Tina's Tots will follow disciplinary action.

Staff should ensure they represent themselves to the outside world with care and consideration. Actions outside of work that effect a person's suitability will be treated as stated in this document. The outside world includes all forms of social media. Care and consideration include but not limited to, all breaches of our Staff Code of Conduct, criminal activity, misrepresentation, bullying and slander, damaging effects for the business.

Staff are prohibited from making any negative or damaging comments about the business on any platform. Any matters should be brought directly and only to the Nursery Manager and dealt with confidentiality from both parties.

Any conduct that may deem a person unsuitable, to any degree to work with children will be reported to LADO and Ofsted.

In accordance with the law and the EYFS any person deemed unsuitable to work with children will no longer be permitted to work at Tina's Tots. Situations to deem a person unsuitable to work with children may be at the managers discretion and can be a result of, but not limited to:

- An investigation carried out by senior management proves unsuitability
- A complaint/allegation proves unsuitability
- Personal circumstances of criminal activity changes
- DBS showing concerns
- References provide information to prove unsuitability
- Suitability questionnaire shows evidence of unsuitability or is proven to provide false information
- Confidentiality is broken leading to safety and professionalism concerns
- Safeguarding policies and procedures are broken or not abided by
- Unfair or biased conduct against colleagues, parents or children

## **Disciplinary Route**

Disciplinary routes will follow the current procedure:

- Verbal warning
- Written warning 1
- Written warning 2
- Final written warning 3 and disciplinary meeting

Any further offences will then result in a disciplinary meeting which may result in termination of contract or a development plan.

Depending on the severity of any action steps may be missed at the manager discretion. Development plans may be created at any point to provide support and guidance. Investigations may be carried out and wherever possible 48 hours' notice will be provided of a disciplinary meeting.

Suspension until investigations are complete may be necessary. Tina's Tots can and will terminate employment with immediate effect if safeguarding policies and procedures have been breached and children or staff have come to physical or mental harm.

### **Warning Rating System**

Offences will be given a rating of 1-5 and this will be decided by all three senior leadership members to make this a fair and even process for all. Offences with ratings of 1-3 will stay on record however after 6 months will be referred to as inactive. This will mean any further offences after this may reverse the process of verbal and written. Offences rated 4 or 5 will remain on record however will become inactive after 12 months.

Rating 1- Invite them for a meeting with a member of the senior management team

Rating 2 – Verbal warning

Rating 3 – Written warning 1

Rating 4 – Written warning 2

Rating 5 – Disciplinary action

### **Types Of Offences**

Warnings of any sort will be given a grading of 1-5 and this will be decided by all three senior leaders to make this a fair and consistent process.

Minor offences will be given a verbal warning and will be rated 1-5. For example, failure to meet deadlines, making derogatory marks against members of staff or children. Please remember these are only examples and not limited too.

Moderate offences will be given a written warning and will be rated 1-5. For example, multiple sickness days, disregarding direct orders, continual negative approach to work. Please remember these are only examples and not limited too.

Major offences will go direct to a disciplinary as these are offences of gross misconduct. This will result in a disciplinary hearing and possible termination of contract.

### **Disciplinary Hearing**

If a disciplinary hearing is required, this will take place with one or more senior leaders. Staff are given the opportunity to invite a colleague with them to a disciplinary meeting. Should a colleague be accompanying, this person must be of the same position or above within Tina's Tots.

Any person who attends the meeting is bound by confidentiality, and should this be broken, disciplinary action will then be taken against this person.

Any findings or next steps from a disciplinary meeting will be issued in writing.

Staff can appeal the decision of a disciplinary meeting within 72 hours and request their appeal meeting within 14 days. The notice to appeal must be in writing and handed to a member of the senior leadership team. The appeal meeting will take place with a member of the senior leadership team or high who was not present at the initial disciplinary meeting. Again, staff will have the opportunity to invite a colleague to attend alongside the managing director, this person must be of the same level or above in Tina's Tots.

### **Recording Information**

All warnings, development plans, disciplinary meetings etc will be logged. Warnings rated 3 or less will expire after 6 months although will remain on your record. Warnings rated 4 or 5 will expire

after 12 months although will remain on your record. Any active warning will be divulged in any reference requests you submit. Ofsted and LADO have their own record keeping lengths for all information provided by Tina's Tots on any staff and unsuitability, complaints, allegations or gross misconduct. Tina's Tots has a duty to inform Ofsted and LADO in accordance with the Ofsted compliance handbook, but is not responsible for this information once it has been passed on.

**Positions Within Tina's Tots**

**Managing Director**

Christina Smith

**Senior Leadership**

**Nursery Manager** – Christina Smith  
**Deputy Manager**- Kirsty Adams & Emma Pallister  
**SENCO** – Alexandra Wood

**Middle Leaders**

**Room Leaders** – Kirsty & Katie  
**Assistant Room Leaders** – Alex

**Qualified Nursery Practitioners**

Rachel, Sophie

**Unqualified Nursery Practitioners and Staff**

Cara, Tiffany, Ellie, Julie, Jayne, Jill

Please refer the correct lines of communication policy.

**Correct Line of Communication**

It is vital that all staff understand and appreciate confidentiality and the correct line of communication. As you can see from the examples given below that in the majority of cases staff are not to discuss between themselves and that in most cases it is the responsibility of the nursery manager to inform people on a need-to-know basis. There are many matters which require professionalism and confidentiality which are not limited to the examples below. It is each staff member responsibility to seek advice from the nursery manager only, gaining advice on who to speak to on individual cases if they are unsure.

In some cases, multiple staff need to be informed therefore staff will follow a number line to ensure they communicate with the correct person first. 1 – First 2- Second 3-Third 4-Fourth

Communications should be held face to face during working hours wherever possible. In the event a text or email is the only way of communication full names of staff and children should not be written, use first three initials of first name with first initial of surname (I would be ChrS).

Anyone seen to be breaking this line of communication will be seen to be breaking our policy and procedure and will be put on a disciplinary route.

	Person responsible for	Children at risk/abuse	Staff Name/Leader	Nursery Manager	Children 0-5	Children 6-12	Children 13-18	Children 19-25
Staff member is going to be late or absent from work			2	1				
When staff are going to be late or absent from work			2	1	3			
Staff member returns from sick leave/has COVID				3	1			4
Staff member has concerns about a child	3			3	1	3	2	
Staff member has concerns about another staff member					1		2	3
Staff member has concerns about the nursery manager	3	2	1	3				
COVID has a major incident	3	2	1	3	1	2		
COVID has a minor incident	3	2	1	3	1	2		
Staff member has a major accident			2	3	1			

Staff member has a major accident	3		3	1	2			4
Staff member seen commenting on social media regarding another staff member (are they're in right)	3, 1, 3			1	2			3
COVID has not been notified to nursery			2		3			
Staff member does not turn up to work	3, 1, 3			1	2			4
A staff member is not carrying out their role correctly			3	1	2			
A staff member has a concern about a child	3			3	1	3	2	
A child has an allergy	3			3	1	2		
A child has a severe allergy or needs a visit	3	4	1	3	2			3
A parent message a concern			3	2	1	2		3
A parent message a request			3	2	1	2		3

Written: 26.01.21      Written By: C Smith

End of document

Welcome back!  
Pick up where you left off.  
9 minutes ago

Updated: 15.10.21

Written by: K. Adams

Review Date: February 2022

Reviewed: 24.03.22

Reviewed by: E. Pallister

Review Date: September 2022