



MAGNUM OPUS TRAINING

ALTERNATIVE EDUCATION

Disciplinary Policy

Last Review Date: September 2025

Next Review Data: September 2026

Signed: 

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Education Director

Disciplinary Procedure

1. Purpose & Scope

This policy sets out the formal process for managing misconduct, performance issues, and breaches of company policies at Magnum Opus Training. It applies to all employees and ensures that disciplinary matters are handled fairly, consistently, and in compliance with UK employment law, ACAS guidelines, and safeguarding requirements in educational settings.

2. Principles

- Employees will be treated fairly and consistently throughout the disciplinary process.
- Investigations will be thorough and impartial before any disciplinary action is taken.
- Employees will have the right to be accompanied by a trade union representative or a colleague at formal meetings.
- Employees will have the right to appeal any formal disciplinary decision.
- Any disciplinary action will be proportionate to the nature of the misconduct or performance issue.

3. Informal Resolution

Before starting formal disciplinary proceedings, line managers should attempt to resolve issues informally through coaching, constructive feedback, and additional support. If informal discussions do not lead to improvement or if the misconduct is serious, the formal disciplinary process will begin.

4. Formal Disciplinary Process

4.1 Investigation

If a disciplinary issue arises, the following steps will be taken:

1. A Designated Manager (who is impartial) will conduct an investigation.
2. The employee may be asked to attend an investigatory meeting, where they can respond to concerns.
3. The investigator will determine whether there is enough evidence to proceed to a formal disciplinary hearing.

If the issue involves gross misconduct, the employee may be suspended on full pay while the investigation is carried out.

4.2 Disciplinary Hearing

If the investigation finds that there is a case to answer, a disciplinary hearing will be arranged:

- The employee will receive written notice of the hearing, including details of the allegations, evidence, and possible outcomes.
- The employee has the right to be accompanied by a colleague or trade union representative.
- The hearing will be conducted by a senior manager or disciplinary panel who was not involved in the investigation.

- The employee will have the opportunity to present their case, ask questions, and provide evidence.

4.3 Possible Outcomes

Following the hearing, the disciplinary panel may decide on one of the following:

Level	Action	Retention Period
No Action	No further action if no evidence of wrongdoing is found.	N/A
Informal Warning	Recorded but not considered a formal sanction.	6 months
Written Warning	Issued for misconduct or repeated poor performance.	12 months
Final Written Warning	Issued for serious misconduct or continued issues.	18-24 months
Dismissal	Only in cases of gross misconduct or failure to improve after warnings.	Permanent Record

Examples of Gross Misconduct include (but are not limited to):

- Theft, fraud, or dishonesty
- Physical violence or threats
- Serious breaches of safeguarding or child protection policies
- Discriminatory behaviour (e.g., racism, harassment)
- Breaching confidentiality or GDPR regulations
- Serious negligence causing risk to students, staff, or the organisation

5. Right to Appeal

Employees have the right to appeal against any formal disciplinary action. The appeal process is as follows:

1. Appeals must be submitted in writing within 5 working days of the disciplinary outcome.
2. The appeal will be reviewed by a senior leader not involved in the initial hearing.
3. An appeal hearing will be held, and the employee will have the opportunity to present their case.
4. The appeal decision is final and will be communicated in writing.

6. Record-Keeping & Confidentiality

- All disciplinary records will be kept confidential and in line with GDPR regulations.
- Disciplinary records will only be retained for the specified time unless required for legal or safeguarding purposes.

7. Policy Review

This policy will be reviewed annually to ensure compliance with employment law, safeguarding requirements, and ACAS guidelines.

