

Disciplinary and Grievance Policy

Leverstock Green Playgroup encourages improvement in conduct from its Employees at all times. This Policy sets out how the management team will manage unacceptable behaviour or poor performance (conduct).

This Policy applies to all Employees and is managed by the Playgroup Manager; should the Manager or a member of the committee be subject to disciplinary review, the Chair of Committee will use this same policy.

Minor Disagreements

Disagreements may arise between colleagues and these will be resolved through discussion, with the involvement of the manager, as required. This is outside of the Disciplinary and Grievance Policy.

Gross Misconduct

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

- Theft or Fraud
- Ill-Treatment of Children
- Damage to Property
- Assault
- Being under the influence of alcohol or illegal drugs
- Physical Violence
- Bullying
- Carelessness or Negligence that threatens the Health and Safety of others

If a colleague is suspected of Gross Misconduct, while the alleged offence is being investigated the Employee may be suspended on their normal rate of pay for the period of the suspension.

If, upon thorough investigation, it is confirmed that the Employee has committed an offence of Gross Misconduct, the Employee will be advised of the results of the investigation and the penalty will be instant dismissal, without notice and pay in lieu of notice.

Disciplinary Procedure

In a case of poor performance or unacceptable behaviour, the matter will be dealt with as below.

1. Verbal Warning*
2. Written Warning
3. Notice of Dismissal

At each stage of the Disciplinary or Grievance Procedure, the Employee may be accompanied by a friend or trade union official; their role will be to support the Employee and will not be able to speak on their behalf.

* If the first offence is sufficiently serious, for example, it is having, or is likely to have, a serious harmful effect on the organisation, it may be justifiable to move directly to later stages of the Disciplinary Procedure.

Verbal Warning

1. The Employee will be invited to attend a meeting at which the complaint will be explained.
2. The Employee will be able to respond and given a full opportunity to state their case.
3. If the complaint is still considered appropriate:
 - a. The Employee will be issued with a Verbal Warning and advised what action is needed to rectify the conduct
 - b. A timescale will be confirmed during which the Employee will rectify their conduct
 - c. The Employee will be advised that if the action is not successfully completed, then further action will be taken
 - d. The Employee will be advised that they can appeal against the Verbal Warning decision
4. A record of the meeting will be held on the Employee's file until satisfactory progress has been made to rectify matters, at which point the record will be destroyed.

Written Warning

If the Employee fails to correct their conduct, as agreed in the Verbal Warning, the next stage of the disciplinary review process will be as follows:

1. The Employee will be invited to attend a meeting with the Playgroup Manager at which the ongoing complaint will be explained.
2. The Employee will be able to respond and given a full opportunity to state their case.
3. If the complaint is still considered appropriate and the improvement is insufficient, the Employee will be advised that a Written Warning will be issued:
 - a. The letter will be given to the Employee within 24 hours of the meeting
 - b. The letter will clearly outline the reason(s) for the Warning
 - c. It will explain the corrective action to be undertaken and the timescale for this improvement
 - d. The Employee will be advised that if the action is not successfully completed, then further action will be taken and this could include Dismissal
 - e. The Employee will be advised that they can appeal against the Written Warning decision
4. A copy of the Written Warning will be held on the Employee's file for 12 months after the meeting, at which point the record will be destroyed.

Notice of Dismissal

If the Employee fails to correct their conduct within the timeframe set out in the Written Warning:

1. The Employee will be invited to a meeting and the ongoing complaint will be explained
2. The Employee will be able to respond and given a full opportunity to state their case

3. If the decision is taken to Dismiss the Employee, they will be given notice of the dismissal in writing within 24 hours of the meeting stating the reason(s). The letter will state whether they are to receive notice of payment in lieu of notice.
4. The Employee will be advised they can appeal against the Dismissal Notice

Appeals

At each stage of the disciplinary procedure the Employee has the Right To Appeal. The appeal must be in writing to the Playgroup Manager within five days of the meeting.

Dependant on who managed the original disciplinary action, the Playgroup Manager or a member of the Committee will hear the appeal within 7 days of receiving the Appeal letter.

The following will form the basis of the Appeal Meeting:

1. The Employee will explain why they are dissatisfied with the action taken
2. The Playgroup Manager or Committee member may ask questions at this point
3. Investigation may be required and if this was not possible before the meeting, the meeting will be closed at this stage.
4. Once the investigation is complete, the decision will be advised in writing and no later than 7 days after the meeting.
5. A written copy of the meeting and subsequent Appeal decision will be held on the Employee's file for 12 months.

If the Employee remains dissatisfied they may appeal to the PLA at branch or county level. It is hoped to set up an Appeal committee at branch or county level within 2 weeks of being asked to do so.

Grievance Procedure

The aim of this procedure is to settle the grievance as fairly and quickly as possible.

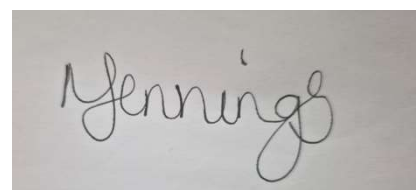
If an Employee is dissatisfied, they must have the opportunity for prompt and fair discussion with their immediate superior. It should be outlined in writing to their immediate superior and they will arrange a meeting to discuss further.

If the Employee remains dissatisfied, a further letter should be sent to their immediate superior who will arrange a meeting with the Playgroup Manager or a sub-committee of at least 2 committee members. A meeting will be held with the Employee to review the grievance.

Those hearing the grievance give a decision to the Employee in writing within 5 days of the meeting.

The Employee has the right to appeal to the full Playgroup Committee or the PLA branch committee.

Date Reviewed: 30th March 2026

A rectangular box containing a handwritten signature in dark ink. The signature appears to be 'Jennings' written in a cursive, flowing style.