



EMPLOYMENT – DISCIPLINARY POLICY

Reviewed by (School Business Manager).....

Approved by the Board of Trustees (Chair):.....

Date:.....

Review Date:.....

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Employment - Disciplinary Policy & Procedure

The school will follow the ACAS Code for Disciplinary and Grievances, and a copy of these guidelines can be found with the policy.

INTRODUCTION

Many potential problems and difficulties can and should be resolved informally. The employee will have every opportunity to discuss the concern, to make any comments and to record them if desired. The school will be able to demonstrate that clear advice and help have been given to the employee at this informal stage and will have a record of any reprimand or informal warning given. **The formal procedure is intended to be used for problems that are serious in themselves, or serious because they remain unresolved after informal steps have not achieved a satisfactory solution.**

PURPOSE, SCOPE AND PRINCIPLES

A disciplinary procedure is necessary for promoting fairness and order in the treatment of individuals, and is designed to help and encourage all employees to achieve and maintain high standards of conduct and job performance. The school will have clear standards of behaviour for staff to observe, and will notify staff of this procedure and take account of appropriate terms and conditions of employment.

The disciplinary procedure is concerned with handling allegations of misconduct and gross misconduct. Where disciplinary allegations appear to be linked to sickness (including work-related stress), the ill-health procedure may be appropriate. Where there is concern about competence or poor performance, the capability procedure should be used.

All staff must have ready access to this procedure on request and are entitled to complete confidentiality in relation to personal, professional and medical information.

No disciplinary action will be taken against an employee until the case has been fully investigated. In certain circumstances it may be deemed appropriate to suspend the individual from all school duties on full pay and without prejudice during investigations.

This procedure has four levels of sanction, depending on the seriousness of the misconduct:

- Stage 1 Formal oral warning
- Stage 2 Written warning
- Stage 3 Final written warning
- Stage 4 Dismissal

Stage 4 will normally be entered only where gross misconduct is alleged or where an employee already has a 'live' final written warning. A finding of gross misconduct will result in dismissal without notice, otherwise dismissal will be with contractual notice. The exception to the norm here is where an employee already has a live Stage 1 or Stage 2 warning and is then found to have committed an act of misconduct which, though short of gross misconduct, is so serious that it would alone have merited a Stage 3 warning. In these circumstances, a jump from Stage 1 or Stage 2 to Stage 4 might be appropriate.

DISCIPLINARY RULES

The following lists are neither exclusive nor exhaustive and there are occasions when items in either list could be described as misconduct, serious misconduct or gross misconduct.

Misconduct

- Absenteeism and lateness for example:
 - Failure to remain at the place of work during normal working hours without permission or sufficient cause for absence
 - Frequent failure to attend work punctually

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- Failure to notify the school immediately or as soon as reasonably practicable when absence is due to sickness
- Failure to provide medical certificates in accordance with the conditions of service and current national regulations
- Dishonesty – petty wrongs, for example:
 - Making unauthorised private telephone calls
 - Sending personal mail at the school's expense
- Unauthorised or excessive use of school equipment such as telephones or computers
- Failure to comply with the school's or school's policies on the use of e-mail, the internet or telephone
- Neglect of duty, for example:
 - Failure to adopt safe working practice/use protective equipment where required by law or management
 - Negligent use of property in such a way as is likely to cause serious damage or loss
 - Failure to exercise proper control or supervision of pupils or students
- Abusive, threatening or offensive behaviour or language
- Victimisation of other employees or pupils
- Unlawful or unacceptable discrimination which is contrary to the schools adopted policy against other employees, pupils or members of the public
- Unauthorised disclosure information classified as confidential by the school.

Gross Misconduct

- Dishonesty associated with place of work or job being undertaken, which may warrant dismissal:
 - Theft or misappropriation of property belonging to the school, a contractor, trustees, another employee, pupil or other third party
 - Falsification of records or expenses claims
 - Demanding or accepting monies or other considerations as bribe for the use of school property, provision of school services or the showing of favour on behalf of the school
- Falsification of registration of pupils
- Serious misuse of school equipment (e.g. of a school computer for access to, or downloading of pornographic material.
- Criminal activities during the course of employment
- Wilful refusal to carry out a reasonable, lawful and safe instruction
- Wilful refusal to carry out the normal duties of the post
- Gross negligence in unreasonably failing to attend to or to carry out the duties of the post over a prolonged period
- Wilfully ignoring responsibilities/instructions thus placing other members of staff or pupils at risk of danger; for example, ignoring handling instructions/safety regulations in respect of radioactive materials
- Being unfit to perform duties associated with the post as a result of taking alcohol or drugs other than in accordance with medical advice
- Acts of violence in the course of employment, including:
 - physical violence towards other members of the school staff, parents, pupils, governors, members of the public or members/officers of the Authority

Conduct incompatible with professional role and status such as:

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- ❖ acts of violence;
- ❖ sexual offences;
- ❖ racial offences;
- ❖ drug offences;
- ❖ sexual relations with pupils at the school or for whom the employee has any professional responsibility;
- ❖ improper communication, using information technology, with pupils/students, colleagues or other members of the school community.

Racial or sexual harassment of other employees, pupils or members of the public in the course of employment

DEFINITION AND SEPARATION OF ROLES

There are several distinct roles to be taken during any disciplinary proceedings. It is essential that they are clearly defined and that the person carrying out the role is clearly identified.

• The Disciplinary Officer

This is the person who has the authority to decide whether a complaint or incident is sufficiently serious to warrant a formal investigation under this procedure. The Disciplinary Officer will appoint an Investigating Officer to carry out the investigation, and will also be the person who will conduct, if necessary, the disciplinary hearing and make the judgement in the light of all the available evidence.

The Disciplinary Officer will normally be the Education Manager. If the investigation is about the actions of the Education Manager, the Disciplinary Officer will normally be the Chair of Trustees.

• The Investigating Officer

This is the person who is charged by the Disciplinary Officer to carry out an investigation into the complaint or incident. He/she will consider all of the available evidence, both written and oral, and will produce a written report to the Disciplinary Officer. The Investigating Officer will, if necessary, interview witnesses and others in order to produce a balanced report that can lead to a fair judgement.

The Investigating Officer will conclude his/her report with a view on the balance of probabilities about what happened. He/she must not, however, take a view about whether a disciplinary hearing is appropriate or whether a disciplinary sanction is justified: both of these decisions can only be taken by the Disciplinary Officer.

The Investigating officer is likely to be a member of the College of Teachers.

The Employee and the Employee's Representative

The employee is the member of staff who is the subject of the complaint or allegation. At every stage of the formal disciplinary procedure, the employee is entitled to be accompanied by and represented by a work colleague or his/her trade union/professional association representative (and by no one else- unless agreed by the Disciplinary Officer). "Representation" does not mean that the employee may take a silent or passive role in disciplinary proceedings. He/she has a duty to take an active part in all stages of the proceedings unless there are exceptional circumstances that would prevent the employee's participation.

Suspension

It should be clearly acknowledged that suspension can have profound implications for an employee's life and career. The Education Manager and/or Chair of Trustees should consult with their HR adviser before taking action. Suspension is always with normal pay and without prejudice to the employee.

- To prevent a repetition of the alleged offence either for the sake of the pupils/students or to protect the employee

- Where the presence of the employee will hamper investigations

Suspension is not automatic, whatever the allegation, and should, in any event, be reserved only for serious allegations.

Where the allegation concerns safeguarding children, a risk assessment must be discussed with the LADO. Once this assessment has been made, the decision as to whether to suspend can be taken.

Where allegations are made which involve the abuse (neglect, physical injury, sexual or emotional abuse) of a pupil, it is important to know what to do quickly so that rumour is managed and those with a right to information and support are dealt with sensitively. The role of the Local Authority Designated Officer is crucial (and must comply with statutory guidance).

Allegations about Safeguarding Children (Child Protection)

Allegations about the safeguarding and protection of children must be handled in accordance with statutory guidance and the procedures of the Bristol Safeguarding Children Board (BSCB). Policy documents can be accessed at:

<http://www.bristol.gov.uk/page/children-and-young-people/bristol-safeguarding-children-board-professionals>

If, from the outset, there is a suspicion of child abuse or such a suspicion arises during the course of the school investigation, the investigation must be put on hold and the Local Authority Designated Officer informed.

The Investigation

Informal

Address any issues as quickly as possible. The staff member may require an informal meeting to ensure they understand expectations and have clearly defined responsibilities, this will give them the opportunity to improve.

Keep a record of meeting:

- Reason for the meeting
- Rationale for the reason being a breach
- Record should be ideally be signed by both parties.

Actions may be decided from this informal meeting:

- Timescales for improvement
- Review meeting date
- Training needs
- Support, flexible working
- Formal investigation is required.

Formal

Following a complaint or allegation, it will, in many cases, be clear that a formal investigation is required. However, in some cases, a preliminary assessment of the readily available evidence will be appropriate to determine what has happened and whether a formal investigation is required. Once a decision has been made that a formal investigation is needed, the employee should be informed in writing of the nature of the complaint.

The first stage of the process is to conduct a formal impartial investigation of the alleged misconduct, in order to establish the facts as far as possible and whether or not there is a case to answer.

The employee should be informed in writing of the nature of the complaint and receive copies of any letters or documents, which led the Disciplinary Officer to believe an investigation was necessary.

Conducting the Investigation

1. The Investigating Officer will impartially investigate thoroughly the facts of the matter, including the employee's version of events. The employee must be informed that he/she has the right to be accompanied by his/her trade union representative or a work colleague at an investigatory interview. Any information gained by the Investigating Officer when questioning the employee will be noted and will be presented in any subsequent disciplinary proceedings
2. The investigation should be completed as quickly as is reasonably possible in the circumstances after the employee has been informed of the investigation
3. All those questioned must be told that if their evidence is to be accepted, it will need to be in either the form of a signed written statement and that the employee concerned will receive a copy, or by oral testimony at a formal hearing attended by the employee affected. Those completing a written statement may be required to attend. During an investigation, it may be necessary to question a large number of people, not all of whom will be called to give evidence
4. When statements are taken, the dates and any names quoted should be written out in full. All written statements should be signed by the interviewee with the date of the interview
5. Evidence from staff must be in the form of written statements.
6. In cases involving sexual misconduct or harassment, ensure a colleague of the same gender as the person allegedly offended against is brought in to assist any investigation.

Statements from Pupils

1. This is a delicate area where the search for truth needs to be conducted in such a way as to avoid causing emotional harm to the pupil whose evidence is required. Care needs to be taken to ensure that the pupil does not, as far as possible, feel intimidated by the process. This is particularly true for a pupil who might have been the subject of the alleged misconduct.
2. An important requirement for the protection of children is that children should not be interviewed more than once. If, therefore, a child has already been interviewed by the police or by a social care agency in the course of an investigation into the same or similar allegations, then the interview statements must be requested from the other agency and used in the school's investigation.
3. Where a formal investigation is underway, the parent/carer of the pupil should always be informed and invited to attend the interview with their child. The parent/carer should be informed that an incident is being investigated and that the pupil's evidence may be used if it proves necessary to hold a formal disciplinary hearing. The pupil will not be required to attend the hearing to give evidence in person.

In any event, when interviewing pupils, the Investigating Officer should be accompanied by a second adult, whose role is to ensure that a complete and accurate record is taken.

The Investigating Officer, taking into account the age and capabilities of the pupil, should ask the pupil to write down an account of what happened. Where this is not practicable, the investigating officer should write the account for the pupil and check carefully that the account accurately records what the pupil wishes to say. It is likely to be particularly helpful for the Investigating Officer to prepare questions in advance

The pupil's account must, like any witness statement, indicate the time, date and place at which the account was written plus the names and roles of all those present at the interview

Conclusion of the Investigation

1. The Investigating Officer will give a report of his/her investigation to the Commissioning Manager. If there is no evidence of misconduct, no further action will be taken and the employee will be informed of this in writing as soon as possible. The employee, who may be accompanied by a work colleague or his/her trade union or professional association representative, should be offered a debriefing meeting within a reasonable period.
2. If, after investigation, there is evidence of misconduct, the Commissioning Manager will arrange a disciplinary hearing

CASE UNFOUNDED

If the case against the employee is unfounded, the employee will be informed of this at the Disciplinary Hearing and it will be confirmed in writing.

REFERRALS TO STATUTORY BODIES

There are statutory duties on employers to refer individual cases to national bodies in the event of a dismissal or resignation when dismissal was a likely outcome.

All dismissals (or resignations) for misconduct must be reported to the Independent Safeguarding Authority (ISA), where consideration will be given as to whether the employee is suitable to be working with children or in schools.

ARRANGING A DISCIPLINARY HEARING

1. There needs to be flexibility with dates when arrangements for a hearing are made, especially where a trade union or professional association representative is expected to attend. This flexibility ensures the employee's fundamental right to representation.
2. The room to be used for the hearing should be large enough to accommodate the panel, both parties and a witness (if any).
3. Hearings should normally be held during normal working hours, but, where this is not possible, the hearing should begin as soon as possible after the end of the school day.

The employee must receive **at least 48 hours advance notice in writing**, by recorded delivery or delivered by hand, of:

- the nature of the investigation and the report of the investigating officer;
- the purpose of the hearing;
- the complaints or allegations;
- the stage reached in the procedure;
- when and where the hearing will be conducted;
- who will be attending, including witnesses to be called;
- the right to be accompanied by a work colleague or trade union representative;
- the requirement for confidentiality;
- the requirement for the employee to provide, in at least 3 working days before the hearing, all documents that he/she intends to present at the hearing. The documents must be presented in hard copy and with sufficient copies for those, except witnesses, who will attend the hearing.

Disciplinary Hearing:

Clear communication will be required to ensure all necessary personnel are informed about the practicalities of the hearing; including the panel, the minute taker and any witnesses.

The meeting should run as follows:

- Introduction: include minute taker and witnesses

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- Check that the staff member has received all relevant documents.
- Inform all that there will be an opportunity to ask questions at the end of the meeting.
- Companion: outline their role. They are assisting in presenting the case for the staff member and offering support.
- State the reason for the meeting, highlight the areas of concern and run through each complaint.
- Give time for a response, by staff member not their companion.
- Give an overview of the meeting; evidence, statements
- Time at the end for any questions.

Guidelines:

The Note-Taker at a Disciplinary Hearing

A written record of the proceedings is essential at every disciplinary hearing.

Companion: should be clearly stated that their role is one of support. If they ask too many questions or make regular interruptions, then suggest a break and outline the ground-rules for their continuing attendance. Clarify that questions can be asked at the end, that it is important to keep a focus on the reasons for the meeting.

Witnesses

It is not necessary that every witness be present at a disciplinary hearing to answer questions but the Disciplinary Panel will need to assess the strength of the evidence differently if a witness is not present to answer questions.

There are 3 considerations:

- Pupils/students and other children under 18 must never attend a disciplinary hearing.
- Employees of the school may be instructed to attend a disciplinary hearing if required.
- Adult witnesses who are not employees of the school may be asked to attend to answer questions but cannot be compelled to do so

Support for Participants

Involvement by anyone in disciplinary proceedings is likely to be stressful. The Investigating Officer must consider how best to meet the school's duty of care both to employees and to pupils/students. In particular, consideration must be given to providing support to the alleged "victim(s)" (i.e. one who believes that they have suffered as a result of the employee's actions that are now the subject of disciplinary proceedings) and to an employee who has been suspended, pending a disciplinary investigation.

Procedure for the Hearing

1. The Chair of the Panel introduces those present and describes their status, reminds those present of the purpose of the hearing; that adjournment is possible; that a written record of the meeting will be made; and that the proceedings of the hearing are confidential.
2. Opening statements may be made by both parties, explaining how the case will be demonstrated or defended, referring to the documentation to be presented and indicating the witnesses to be called.
3. The case for the employer is presented, witnesses being called as necessary. The employee or representative may ask questions of each witness and of the employer at the end of the presentation. The panel members may also question each witness and the presenting officer at the end of the presentation.
4. The response for the employee is presented, witnesses being called as necessary. The employer, and then the panel, may question each witness and the employee at the end of the presentation.
5. When all the evidence has been heard, the Presenting Officer sums up, gathering together the points of the case, not introducing new evidence. It is usual at this point to include a recommendation for a recognised disciplinary penalty and/or future action.
6. The employee or representative sums up.

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7. The two sides withdraw to enable the panel to discuss the case
8. The panel will need to reach a conclusion on:
 - a. whether they find all or some of the allegations proven
 - b. what level and type of sanction is appropriate
9. The panel's decision is normally conveyed orally by the Chair of the Panel in the presence of both parties and will be confirmed in writing within three working days

Pre-Agreement

It is a perfectly acceptable part of disciplinary hearings for an agreement to be arrived at prior to the hearing between both parties. This normally means an agreement that the facts are not in dispute and that both sides recognise that a decision is required.

In these circumstances, the statutory 3 step disciplinary procedure – letter, meeting, appeal – must still be followed, but the matter can be progressed more quickly. This approach will **NOT** apply to allegations of gross misconduct or where dismissal is a possible outcome.

Difficulties that may arise during Disciplinary Hearings

Listed below are some of the more serious examples, with suggestions on how they might be handled:

- a) **Failure to attend by the employee:** If no adequate reason is given, consider whether the case can be heard in the employee's absence.
- b) **Walkout threatened by the employee:** Warn that this may result in the case being heard in the employee's absence and may in itself lead to further disciplinary action. Give careful consideration to an adjournment.
- c) **Emotional upset:** Ensure that the individual understands that the hearing will continue (possibly after a short adjournment) when he/she has achieved composure.
- d) **Overlapping Disciplinary and Grievance Issues:** An employee may raise a grievance after disciplinary proceedings have started against him/her. The Commissioning Manager should consider suspending the disciplinary case for a short period – no more than one week – to consider the implications of the grievance on the disciplinary. If the grievance has been raised before the appeal stage of the procedure and the matters of grievance are linked to those of the disciplinary, then the grievance should be considered within the disciplinary procedure. If the grievance concerns matters that are unrelated to the disciplinary, then a separate process under the Grievance Procedure will need to start. In almost all cases, the grievance should be considered after the completion of the disciplinary. The exception here would be where there is a long delay in the progress of the disciplinary – perhaps because police proceedings are awaited.

Questions: if it is not possible to answer a question in the meeting, make a note and inform the staff member/companion that they will receive this information at a later date.

Stage 1 – Formal Oral Warning

Where the normal managerial practice fails to bring about the required improvement in conduct or the alleged misconduct demands formal action, a disciplinary hearing will be arranged by the Commissioning Manager. This may result in the employee being given a formal oral warning. He or she will be advised of the reason for the warning and that it is a stage of the formal disciplinary procedure. A brief note detailing the reasons for the oral warning will be given to the employee **within three working days** of the hearing and a copy kept on the confidential personal file of the employee. The warning will be reviewed after a maximum of twenty term-time weeks for teaching staff and six months for support staff. If a satisfactory standard has been maintained, the disciplinary record will be spent and the employee so informed in writing. Any written reply from the employee must be kept with the note of the oral warning.

Stage 2 – Written Warning

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If the conduct continues to be unsatisfactory, or where serious misconduct is suspected, a disciplinary hearing will be arranged by the Commissioning Manager. If the decision of the hearing finds the case proved, the employee will be given a written warning which should give details of the finding against the employee. The warning will be confirmed in writing **within three working days** giving details of the finding, the improvement required, the timescale and the assistance that will be given to improve. It will warn that action under Stage 3 will be considered if there is no satisfactory improvement and will advise of the right of appeal. A copy of the warning will be kept on the confidential personal file of the employee. The warning will be reviewed after one calendar year or, exceptionally, another period specified in writing at the time of the warning. If a satisfactory standard has been maintained, the disciplinary record will be spent and the employee will be informed in writing.

Stage 3 – Final Written Warning

If there is a failure to improve, or there is a further instance of misconduct, or if the misconduct is found to be sufficiently serious to warrant only one written warning, a final written warning will be given to the employee after a disciplinary hearing. The hearing may be conducted by the Commissioning Manager. The warning will be confirmed in writing **within three working days** giving details of the findings of the hearing, the improvement required, the timescale, the assistance (if needed) that will be given to improve, will warn that dismissal may result if there is no satisfactory improvement and will advise of the right of appeal. A copy of the warning will be kept on the confidential personal file of the employee. The warning will be reviewed after a period of one calendar year unless it covers serious categories of misconduct, when it may remain valid for a longer specified time. The time must be specified in writing at the time of the final warning. If a satisfactory standard has been maintained, the disciplinary record will be spent and the employee will be informed in writing.

Stage 4 – Dismissal

Where allegations of gross misconduct or alleged repeated misconduct following a final warning are made, the Education Manager (for teaching staff or Administrator) or Administrator (for support staff or Education Manager) along with a Trustee of the school will normally conduct the hearing. If the decision is dismissal, then the employee will be informed immediately and advised of the right of appeal. The decision and the reasons for it and the appeal arrangements will be confirmed in writing to the employee within three working days. The employee should be advised that they have the right to appeal.

DISCIPLINARY RECORDS

All schools are required to follow the statutory guidance in “Safeguarding Children and Safer Recruitment in Education” which came into force in January 2007. Paragraph 4.34 sets out the disclosure requirements when employment references are required and they include:

- **“details of any disciplinary procedures the applicant has been subject to in which the disciplinary sanction is current;**
- **details of any disciplinary procedures the applicant has been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired, and the outcome of those; and**
- **details of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, and the outcomes of those concerns, e.g. whether the allegations or concerns are investigated, the conclusion reached and how the matter was resolved.”**

Policy & Procedures – Employment - Staff Disciplinary

Disciplinary records should be kept on the employee's confidential personal file. It is important that a full record of the outcomes of any disciplinary process is kept so that accurate and fair information can be passed to prospective employers and others who legitimately request information for reference purposes.

Where a disciplinary sanction has expired – i.e. is “spent”, as described in Section 6 above – this means that the sanction cannot be used in the “totting-up” of sanctions that would take an employee from Stage 1 to Stage 2 to Stage 3 to Stage 4, even though the sanction might still need to be declared in a reference. However, there are 3 points to be made here:

- a) Spent disciplinary sanctions must only be declared to a prospective employer if the reason for the sanction concerns safeguarding children. Sanctions for other reasons will not be declared to prospective employers after they are spent.
- b) The period during which a sanction is “live” may be extended if the employee is absent from work for a lengthy period. The duration of a sanction is to allow the employee to improve his/her conduct, a task which can only be achieved if the employee is at work.
- c) A sanction may be used in the totting-up process even after it is spent in circumstances where there is a repeat pattern of behaviour; e.g. an employee takes unauthorised leave on the last day of term, receives an appropriate warning, then repeats the offence as soon as the warning is spent.

RESIGNATIONS AND COMPROMISE AGREEMENTS

Paragraphs 5.8 and 5.9 of “Safeguarding Children and Safer Recruitment in Education” sets out specific requirements in relation to handling allegations concerning the safety and welfare of children and young people. In summary these are:

- a) Allegations concerning the safety and welfare of children must be followed to a conclusion **even if the employee has resigned**. The ex-employee will be given the same opportunity to participate in the investigation as he/she would have been as an employee, but the school must reach a conclusion whether or not the ex-employee co-operates in the proceedings.
- b) “Compromise Agreement” is a legal device by which an employer agrees not to pursue a disciplinary process and an employee agrees to resign. A compromise agreement is often accompanied by an agreed reference for prospective employers. Where there are allegations concerning the safety and welfare of children, a compromise agreement must not be used.

APPEALS

Appeal against Stages 1 – 3

Any employee who wishes to appeal against any disciplinary decision should inform the Chair of Governors in writing **within fourteen calendar days of receipt of that decision**

Appeal against Stage 4 – Dismissal

Any appeal arising as a result of a Stage 4 hearing, will be made in writing **within fourteen calendar days of the receipt of a decision**. The appeal will be to the Chair of Trustees.

At an appeal any disciplinary penalty imposed will be reviewed, but it cannot be increased. At any appeal hearing the employee will enjoy the same rights as at any disciplinary hearing. The Clerk to the Trustee, or a suitably impartial person, will arrange all appeal hearings and inform all the parties concerned.

Policy & Procedures – Employment - Staff Disciplinary

Whilst the appeal is a **re-hearing** of the original case, new evidence is permissible. If either party wishes to introduce new evidence, they should give notice to the other party **at least ten working days before the appeal hearing**. If either side produces new evidence at the appeal hearing, it is open to either side to request an adjournment for further investigation.

If new evidence of misconduct is produced at the appeal hearing, which would give rise to further disciplinary allegations, the correct course of action would be to pursue the allegations at a new disciplinary interview, not at the appeal hearing.

If the recommendation for dismissal is not upheld, the governors may decide to issue a further warning or, in appropriate cases, to demote the employee rather than dismiss. Demotion involves a change in the employee's contract that requires his/her consent to the new arrangement.

The employee will be informed immediately at the conclusion of the hearing and the Clerk to the Governing Body will confirm the decision of the Appeal Panel/Governing Body in writing to the employee within three working days, giving the reasons for the decision.

There will be no further right of appeal for the employee following the decision of the Appeal Panel of the Governing Body. The employee will not be able to re-open the matters that have been considered by looking to invoke a different procedure, such as the Grievance Procedure.

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