

WLP Disciplinary Policy

This policy is applicable to: All schools in the Wolds Learning Partnership (WLP)

<p>Important: This document can only be considered valid when viewed on the website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p>	
<p>Name of Responsible Committee/Individual:</p>	<p>Trust Board</p>
<p>Implementation Date:</p>	<p>Autumn Term 2022 <i>(Refresh only to format and job titles to reflect Trust – policy is as per Capability at point of conversion to WLP)</i></p>
<p>Review Date:</p>	<p>Autumn Term 2024</p>
<p>Target Audience:</p>	<p>Employees</p>
<p>Referenced Documents:</p>	<p>WLP Disciplinary Procedure and Managers Guidance Notes Code of Conduct WLP Scheme of Delegation WLP Capability Policy WLP Attendance at Work Policy ACAS Code of Practice (Disciplinary and Grievance) Whistleblowing Policy</p>

Disciplinary Policy

1. Scope

- 1.1 This policy applies to all current employees of Wolds Learning Partnership. This policy will not apply to casual workers or those employees still serving their probationary period or immediately at its end.

2. Background

- 2.1 The Disciplinary Policy and Procedure has been developed to meet the requirements under employment legislation and the ACAS Code of Practice on Disciplinary Procedures.

3. Responsibility

- 3.1 The Trust has a responsibility, through its Managers, to ensure that standards of conduct are set and maintained.
- 3.2 Managers are responsible for implementing this policy and ensuring that employees are aware of the expected standards of conduct and that these standards are maintained at all times.
- 3.3 Employees have a responsibility to make themselves aware of the standards of conduct and are expected to comply with those standards and to take advice from their Manager where they are unsure.
- 3.4 The recognised trade unions have a responsibility to ensure that the disciplinary policy and procedure are used properly, fairly and consistently.

4. Definition of Conduct

- 4.1 Conduct is concerned with standards of behaviour which impact on the job and the Trust. Capability is concerned with poor performance in the job and relates to an employee's ability to do the job and is dealt with under the Capability Policy and Procedure. Genuine sickness absence will be dealt with under the Attendance at Work Policy and Procedure. Absence which is not genuine, whether related to sickness or not, will be dealt with under the Disciplinary Policy and procedure.

5. Policy Statement

- 5.1 The Trust has standards of conduct which are expected of employees and will provide, under this policy, a speedy, fair, consistent and effective method of dealing with alleged failures to observe the standards.

6. Policy Aim

- 6.1 The aim of this policy is to emphasise and encourage improvements in individual conduct and to provide prompt, fair, consistent and effective arrangements in the treatment of

employees when dealing with breaches of conduct matters.

7. **Strategy**

7.1 The policy aim will be achieved by:

- Ensuring that this policy and procedure is widely circulated and publicised
- Monitoring alleged breaches of conduct including the outcome of investigations, hearings and appeals
- Providing adequate support to Managers including appropriate training
- Ensuring that employees are aware of the general standards of conduct expected of them
- Managers identifying particular problem areas and taking appropriate action to resolve them (e.g. employees not being aware of a particular rule).

8. **Monitoring**

8.1 The CEO and the Trust Board will ensure that adherence to the Disciplinary Procedure is monitored.

8.2 The Head of Personnel & Staff Wellbeing will monitor the equality of treatment of employees and the consistency and fairness of actions taken by Managers which lead to formal action under this Policy.

9. **Review of Policy**

9.1 The Trust will review this policy and procedure in line with its programme of policy reviews in consultation with the relevant trade unions. The policy, procedure and rules shall be deemed to incorporate any amendment which the Trust is obliged to make by law.

9.2 The word 'manager' is used to include decision makers in the context of the disciplinary policy which includes line managers, Headteachers, CEO, Local Governing Committees and the Trust Board.