

# Safe Hands Out of School Club

## Staff Disciplinary Procedure

Safe Hands aims to maintain a team of well-motivated, highly skilled and professional staff. Where a member of staff's conduct or performance falls below the standards expected, this disciplinary procedure will be followed to ensure concerns are addressed fairly, consistently and in a timely manner.

Staff will not normally be dismissed for a first breach of discipline except in cases of gross misconduct.

All staff have the right to appeal at every stage of this procedure. This right will be confirmed in any warning or dismissal letter. Staff will be given the opportunity to ask questions and respond to allegations and have the right to be accompanied by a colleague or trade union representative at all formal disciplinary meetings.

### Minor Offences

Where concerns are minor, the manager will seek to resolve the matter through informal discussion, guidance and support. This may include advice, coaching conversations, clarification of expectations, or additional supervision.

If informal action does not lead to the required improvement, the matter will progress to the formal disciplinary procedure.

### Supervision Process and Failure to Respond to Agreed Actions

Supervision is a key process used by Safe Hands to support staff development, ensure safeguarding responsibilities are met and address concerns relating to performance, conduct or wellbeing, in line with the EYFS requirements.

Where concerns are identified during supervision, **clear actions, support measures and timescales** will be agreed and recorded. These actions may include, but are not limited to:

- Additional training or coaching
- Adjustments to working practices
- Increased monitoring or supervision
- Clear targets for improvement in conduct or performance

If a member of staff **fails to engage with supervision**, does not implement agreed actions, or does not demonstrate sufficient improvement within the agreed timescale, this will be treated as a performance or conduct concern.

Failure to respond appropriately to supervision actions may result in:

- Escalation to the **formal disciplinary procedure**
- Progression through disciplinary stages where improvement remains insufficient

- Consideration of dismissal where lack of engagement or improvement continues despite support

Supervision records may be used as evidence within the disciplinary process.

### **Formal Disciplinary Procedure**

The formal disciplinary procedure consists of the following stages:

1. Formal verbal warning
2. First written warning
3. Final written warning
4. Dismissal

The organisation may enter the procedure at an appropriate stage depending on the seriousness of the issue.

### **Disciplinary Meetings**

At each stage of the procedure, the manager will hold a disciplinary meeting with the member of staff to discuss the conduct or performance concern. Following the meeting, and where appropriate, a warning or dismissal notice will be issued.

#### **Before the Meeting**

The manager will write to the member of staff to confirm:

- The date, time and purpose of the meeting
- The specific issue(s) to be discussed
- Their right to be accompanied by a colleague or trade union representative

#### **After the Meeting**

Following each disciplinary meeting, the manager will confirm in writing:

- The level of warning issued (if applicable)
- The reason for the warning
- The required improvement and timescale
- The consequences of further misconduct or lack of improvement
- How long the warning will remain on file
- How the decision may be appealed

### **Keeping Records of Warnings**

Records of disciplinary warnings will be retained in the staff member's personnel file as follows:

- **Formal verbal warning:** retained for six months, then disregarded if conduct or performance is satisfactory
- **First written warning:** retained for 12 months, then disregarded if satisfactory
- **Final written warning:** retained for 24 months, then disregarded if satisfactory

### **Dismissal**

If, during the period of a final written warning, there is a further breach of club rules or continued failure to improve performance or conduct, dismissal will normally result.

The final disciplinary meeting will follow the same process as earlier meetings. Immediately after the meeting, the manager will confirm in writing:

- That dismissal has been decided
- The reasons for dismissal
- The final date of employment
- The right to appeal

If the decision is taken not to dismiss, this will also be confirmed in writing.

### **Gross Misconduct**

Staff may be dismissed without notice if they are found to have committed gross misconduct. Examples include:

- Child abuse
- Serious failure to comply with health and safety requirements
- Physical violence
- Ignoring a direct and reasonable instruction from the manager
- Persistent bullying, sexual or racial harassment
- Being unfit for work through alcohol or illegal drug use
- Theft, fraud or falsification of documents
- Disqualification under the Statutory Framework for the Early Years Foundation Stage (Childcare Act 2006) or the Children Act 1989

All allegations of gross misconduct will be thoroughly investigated before any decision is made.

### **Referral to the Disclosure and Barring Service (DBS)**

If a member of staff is dismissed, or would have been dismissed had they not left the setting, due to harm or risk of harm to a child, Safe Hands will make a referral to the Disclosure and Barring Service.

## **Notification to Ofsted**

Ofsted will be notified where a member of staff becomes disqualified or where any significant event occurs that may affect their suitability to work with children.

## **Appeals**

Any member of staff wishing to appeal against a disciplinary decision must do so in writing within five working days of receiving the decision, stating the grounds for appeal.

An appeal hearing will be arranged within ten working days. Where possible, the appeal will be heard by a senior member of staff not previously involved.

The outcome of the appeal will be confirmed in writing within ten working days of the hearing. The decision of the appeal panel will be final.

**This policy was adopted by: Safe Hands**

**Date: 5.1.2026**

**Review date: Annually**

**Signed: C Alberts**

Written in accordance with the **Statutory Framework for the Early Years Foundation Stage (2025)**, including:

- Suitable people [3.13-3.19]
- Disqualification [3.22-3.26]
- Staff qualifications, training, support and skills [3.29-3.33]
- Supervision of staff [3.34-3.35]