

SELECT ENGLISH POLICY DOCUMENT

Reviewed: May 2025

Next review: April 2026

1. DISCIPLINARY PROCEDURE

Select English aims to ensure that all school staff are treated fairly and consistently and this means having a standard policy on discipline, conduct and grievances. This policy will be used alongside the school's code of conduct, safeguarding, health and safety and staff performance policies.

The school expects staff to be professional and hardworking and does not expect to have to discipline staff members for misconduct. Minor issues with performance or conduct will usually be dealt with through discussion or training from the line manager. However, if the matter is more serious, the procedures outlined below will be used.

Listed below are some actions that would be considered misconduct or gross misconduct. These lists are not exhaustive, and the school has the right to discipline a member of staff for misconduct or gross misconduct even if the action they have taken is not listed below.

Misconduct

- Unauthorised absence from work
- Persistent lateness
- Intentional failure to carry out reasonable instructions from management
- Persistent failure to complete administrative tasks
- Persistent poor performance and failure to act on advice to improve
- Failure to treat other members of staff with respect in the presence of students

In the case of misconduct, the Company will use the following procedure:

Stage 1

The employee will be given a formal written warning. He or she will be advised of the reason for the warning, how they need to improve their conduct or performance, the timescale over which the improvement is to be achieved, that the warning is the first stage of the formal disciplinary procedure and the likely consequences if the terms of the warning are not complied with.

Stage 2

Failure to improve performance in response to the procedure so far, a repeat of misconduct for which a warning has previously been issued, or a first instance of serious misconduct or serious poor performance, will result in a final written warning being issued. This will set out the nature of the misconduct or poor performance, how he or she needs to improve their

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conduct or performance, the timescale over which the improvement is to be achieved and warn that dismissal will probably result if the terms of the warning are not complied with.

Stage 3: Dismissal

Failure to meet the requirements set out in the final written warning will normally lead to dismissal with appropriate notice. A decision of this kind will only be made after the fullest possible investigation. Dismissal can be authorised only by the Executive Manager or Director. The employee will be informed of the reasons for dismissal, the appropriate period of notice, and the date on which his or her employment will terminate and how the employee can appeal against the dismissal decision.

Gross misconduct

To protect students, staff and the reputation of the school, the company may dismiss any employees who are found to have committed gross misconduct. In this instance, the Company reserves the right to dismiss without notice of termination or payment in lieu of notice. Examples of gross misconduct include:

- Any form of bullying or harassment
- Violent behaviour or threats to a colleague, student, or member of the public
- Willfully causing harm or injury
- Serious negligence
- Serious breaches of health and safety requirements that endanger any members of the school or the public
- Intoxication at work
- Any use of alcohol or drugs outside of working hours that impacts on ability to perform duties
- Failure to properly supervise under 18s
- Theft, fraud, unauthorised possession of Company property, deliberate falsification of records or any other form of dishonesty
- Soliciting or accepting bribes
- Malicious damage to school property or equipment
- Any action that harms the reputation of the school
- Serious insubordination

2. GRIEVANCE PROCEDURE

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The object of the procedure is to provide an employee who considers that he or she has a grievance with an opportunity to have it examined quickly and effectively, and where a grievance is deemed to exist, to have it resolved, if possible, at the earliest practicable opportunity. Most grievances can be settled informally with line managers and employees should aim to settle their grievances in this way if possible.

This grievance procedure is entirely non-contractual and does not form part of an employee's contract of employment.

Procedure

If a grievance cannot be settled informally with the relevant line manager, the employee should raise it formally. This procedure has been drawn up to establish the appropriate steps to be followed when pursuing and dealing with a formal grievance.

Stage 1

In the event of the employee having a formal grievance relating to his or her employment he or she should, in the first instance, put their grievance in writing and address it to their line manager, making it clear that they wish to raise a formal grievance under the terms of this procedure. Where the grievance is against the line manager, the complaint should be addressed to an alternative manager. This grievance procedure will not be invoked unless the employee raises their grievance in accordance with these requirements.

A manager (who may not be the manager to whom the grievance was addressed) will then invite the employee to a grievance meeting to discuss the grievance and the employee has the right to be accompanied at this meeting by a trade union official, a trade union representative or a fellow employee of their choice. The employee must make every effort to attend the meeting. At the meeting, the employee will be permitted to explain their grievance and how they think it should be resolved.

Following the meeting, the Company will endeavour to respond to the grievance as soon as possible and, in any case, within five working days of the grievance meeting. If it is not possible to respond within this time period, the employee will be given an explanation for the delay and be told when a response can be expected. The employee will be informed in writing of the Company's decision on the grievance and notified of their right to appeal against that decision if they are not satisfied with it.

Stage 2

If the employee feels his or her grievance has not been satisfactorily resolved, the employee may then appeal in writing to a more senior manager or to a Director of the Company within five working days of the grievance decision. The employee should also set out the grounds for their appeal.

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On receipt of such a request, a more senior manager or a Director (who again may not be the person to whom the appeal was addressed) shall make arrangements to hear the grievance at an appeal meeting and at this meeting the employee may again, if they wish, be accompanied by a trade union official, a trade union representative or a fellow employee of their choice.

Following the meeting, the senior manager or Director will endeavour to respond to the grievance as soon as possible and, in any case, within five working days of the appeal hearing. If it is not possible to respond within this time period, the employee will be given an explanation for the delay and be told when a response can be expected. The employee will be informed in writing of the Company's decision on their grievance appeal. This is the final stage of the grievance procedure and the Company's decision