



# Staff Disciplinary Policy

Ratified by Chair of Govs:

Signed by .....  .....

Date ..... 10/6/25 .....

## Purpose:

The purpose of this policy is to set out the process for managing disciplinary matters fairly and consistently at MIAG (Meeting Individual Aspirations & Goals). It supports high standards of professional conduct, helps safeguard learners, and ensures that staff are treated with dignity and respect.

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## Scope:

This policy applies to:

- ✚ All MIAG employees (permanent, temporary, part-time, full-time)
  - ✚ Volunteers and contractors may be subject to adapted procedures if concerns arise
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## Principles:

- ✚ All staff have the right to be treated fairly and without discrimination
  - ✚ Issues will be dealt with promptly, consistently, and proportionately
  - ✚ Investigations will be thorough, impartial, and confidential
  - ✚ Staff have the right to be accompanied at formal meetings
  - ✚ The policy complies with employment law and statutory guidance
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## Examples of Misconduct:

### *Misconduct (may lead to formal warning):*

- ✚ Poor timekeeping or attendance
- ✚ Failure to follow procedures or reasonable instructions
- ✚ Inappropriate language or unprofessional behaviour
- ✚ Breach of confidentiality (minor)
- ✚ Misuse of school equipment or resources

### *Gross Misconduct (may lead to dismissal):*

- ✚ Safeguarding breaches
- ✚ Violence, abuse, or intimidation
- ✚ Theft or fraud
- ✚ Serious breach of data protection
- ✚ Being under the influence of drugs/alcohol at work
- ✚ Bringing MIAG into disrepute

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## Informal Process:

Where appropriate, minor issues will be addressed through:

- ✚ Verbal advice or guidance
- ✚ Informal meeting with line manager
- ✚ Support plans, mentoring, or supervision

If informal steps do not resolve the issue, or the matter is more serious, the formal process will be used.

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## Formal Disciplinary Process:

### 6.1 Investigation

- ✚ The Head of Provision or a delegated manager will lead an investigation
- ✚ The staff member will be informed of the concerns and given the opportunity to respond
- ✚ Witnesses may be interviewed, and records will be kept
- ✚ The investigation will determine whether to proceed to a formal disciplinary meeting

### 6.2 Suspension

- ✚ In serious cases, staff may be suspended on full pay while the matter is investigated
- ✚ Suspension is a neutral act and not a disciplinary sanction

### 6.3 Disciplinary Meeting

- ✚ Staff will receive written notice of the meeting, the allegations, and any evidence
- ✚ They may be accompanied by a colleague
- ✚ A decision-maker (not involved in the investigation) will hear the case
- ✚ Possible outcomes:
  - No action
  - Verbal warning
  - Written warning (valid for 12 months)
  - Final written warning (valid for up to 18 months)
  - Dismissal

## 6.4 Outcome and Appeal

- ✚ The outcome will be confirmed in writing within 5 working days
  - ✚ Staff have the right to appeal the decision within 10 working days
  - ✚ Appeals will be heard by a different senior member of staff or governing representative
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## Safeguarding Allegations:

- ✚ Any allegation involving a safeguarding concern will be referred to the **Designated Safeguarding Lead** and may be reported to the **LADO (Local Authority Designated Officer)**
  - ✚ The disciplinary process will align with **Keeping Children Safe in Education (KCSIE)** and follow statutory guidance
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## Record Keeping:

- ✚ All records will be kept securely and confidentially
  - ✚ Formal warnings will be placed on the staff member's file and removed after the specified period, unless further concerns arise
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## Malicious Allegations:

If an allegation is found to be deliberately false or malicious, appropriate action will be taken in line with this policy or the **Staff Code of Conduct**

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## Policy Review:

This policy will be reviewed **every two years** or in response to changes in employment law, safeguarding guidance, or best practice.