Sticky Fingers Pre-School
Abbas and Templecombe Church School,
School Lane, Templecombe, Somerset, BA8 0HP.
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Registered Charity no. 1029754 / www.stickyfingerspreschool.org

3 - Disciplinary Rules and Procedure Policy

This procedure applies to all staff employed at Sticky Fingers Pre-School.

PURPOSE

This procedure is designed to help and encourage all employees to achieve and maintain high standards of conduct, attendance and job performance.
The Committee requires that whilst attending work, whether on the premises or not, employees should conduct themselves in a safe and proper manner, abiding by the Preschools Code of Conduct, copies of which are available from the manager.
This procedure sets out the action that may be taken when these rules are breached.

PRINCIPLES

We will consider informal action, where appropriate, to resolve problems. We will not take disciplinary action against you until the case has been fully investigated. For formal action we will advise you of the nature of the complaint against you and we will give you the opportunity to state your case before any decision is made at a disciplinary meeting. We will provide you, where appropriate, with written copies of evidence and relevant witness statements before a disciplinary meeting. You will not be dismissed for a first breach of discipline, except in the case of gross misconduct, when the penalty is dismissal without notice and without payment in lieu of notice.

You have the right to appeal against any disciplinary action.

The procedure may be used at any stage if your alleged misconduct needs this.

You have a statutory right to be accompanied by a companion where a disciplinary meeting could result in:

- a formal warning
- some other disciplinary action
- confirmation of a formal warning or other disciplinary action (for example, at an appeal hearing)

The right is to be accompanied by:

- someone you work with
- a trade union representative who's certified or trained in acting as a companion

- an official employed by a trade union

You should tell us as soon as possible if you would like a companion and who they will be so we can make arrangements in good time.

Behaviour/actions that constitute unreasonable conduct:

- Failure to observe a reasonable order or instruction.
- Failure to observe a health and safety requirement.
- Inadequate time keeping.
- Absence from work without proper cause (including taking parental leave dishonestly).
- Theft or unauthorised removal of the pre-school's property.
- Loss, damage to or misuse of the pre-school's property through negligence or carelessness.
- Conduct detrimental to interests of the pre-school (as cited in the Code of Conduct)
- Incapacity for work due to being under the influence of alcohol or illegal substances.
- Failure to comply with the pre-school's Equality and Diversity Policy.
- Unlawful discrimination.
- Deliberate misuse of Data Protection information.
- A sustained serious/significant breach in professional standards/codes of practice, which bring into question your suitability for the role.

This list in not exhaustive

The Procedure

Verbal warning - If conduct or performance is unsatisfactory, the employee will be given a formal verbal warning by the Manager or Chair of the Committee, which will be recorded. The warning will be disregarded after six months satisfactory service.

Written Warning – If the offence is serious, if there is no improvement in standards, or if a further offence occurs, a written warning will be given, either from the Manager or Chair of the Committee, which will include the reason for the warning and a note that, if there is no improvement after 12 months, a final written warning will be given.

Final Written Warning – If conduct or performance is still unsatisfactory, or if a further serious offence occurs within the 12 month period, a final written warning will be given, by the Manager or Chair of the Committee, making it clear that any reoccurrence of the offence or other serious misconduct within a period of 1 month will result in dismissal.

Dismissal – If there is no satisfactory improvement or if further serious misconduct occurs, the employee will be dismissed.

Gross Misconduct

If, after investigation, it is confirmed that an employee has committed an official offence of the following nature (the list is not exhaustive) the normal consequence will be dismissal:

- Theft of, or damage to the pre-school's property,
- Incapacity for work due to being under the influence of alcohol or illegal substances, Physical assault,
- Gross insubordination, discrimination or harassment contrary to the Pre-school Equality and Diversity Policy.
  - An inappropriate relationship, or an attempt to establish an inappropriate relationship, with a child, whether of a sexual nature or otherwise.
  - Behaviour towards a child or children in a way that demonstrates they are unsuitable to work with children, in concordance with our Safeguarding Policy.
  - Committing a criminal act outside of work that leads to a caution, or being convicted for a criminal offence, which is liable to affect the performance of the contract of employment and/or the relationship between the employee and the pre-school.

While the alleged gross misconduct is being investigated the employee must be suspended, during which time he or she will be paid the normal hourly rate and the decision to dismiss will be taken by the Committee only after a full investigation.

Appeals

An employee who wishes to appeal against any disciplinary decision must do so to the Committee within five working days. The employer will hear the appeal and decide the case as impartially as possible and their discission is final.

This policy was adopted by	Sticky Fingers Pre-School
On	6th October 2026
Date to be reviewed	October 2027
Signed by Chairperson	
Name of Chairperson	Ashley Panton