This paper may be adopted by playgroup/clubs as part of the Statement for Employees under the Employment Acts.

The following procedures relate to a community run group but can be adapted to other situations.

**Minor Disagreements**

It is recognised that disagreements may arise among playgroup/club staff or between staff and committee. These can usually be resolved informally by discussion, if necessary, with the help of Area Organiser or local authority adviser, and are outside the limit of disciplinary or grievance procedure.

**Disciplinary Procedure**

A more serious situation arises when a dispute cannot be resolved, or when the committee is dissatisfied with the activities or conduct of an employee. Instant dismissal is possible only in extreme circumstances of gross misconduct Examples of such misconduct would be:

• Theft or fraud

• Ill-treatment of children

• Assault

• Malicious damage

• Gross carelessness which threatens the health and safety of others

• Matters occurring outside the workplace which impinge on the actual job.

This list is not exhaustive. Otherwise an employee will not be dismissed without the proper warnings.

Any disciplinary matter will normally be dealt with in four stages:

1. An oral warning

2. A written warning

3. A final written warning

4. Notice of dismissal

This procedure may be invoked at any stage depending on the seriousness of the offence.

The employee may be accompanied by a friend or trade union official at each stage if she/he wishes and that person may speak on her/his behalf.

*1. Oral Warning*

If an oral warning is to be given:

i) The employee should be interviewed by the playgroup/club chairperson who will explain the complaint

ii) The employee will be given full opportunity to state her/his case.

iii) If the warning is still considered to be appropriate, the employee will then be told:

• What action should be taken to correct the conduct?

• That she/he will be given reasonable time to rectify matters

• That if she/he fails to improve then further action will be taken

• That a record of the warning will be kept

* That she/he may appeal against the decision

*2. Written Warning*

If the employee fails to correct her/his conducts and further action is necessary:

i) The employee will be interviewed and given the opportunity to state her/his case as before.

ii) If the need for disciplinary action is established, a letter will be sent to the employee immediately.

iii) The letter will:

• Contain a clear reprimand and give the reasons for it

• Explain what corrective action is required and that reasonable time will

 be given for improvement.

• Warn that a failure to improve will result in further action being taken.

• Explain that she/he has the right to appeal against the decision.

 (If progress is satisfactory within the time given to rectify matters, the record of verbal warning on the individual’s file will be destroyed)

*3. Final Written Warning*

If the employee still fails to correct her/his conduct then:

i) The employee will again be interviewed and given the opportunity to state her/his case as before.

ii) If the need for disciplinary action is established, a final written warning will be sent to the employee immediately.

*4. Notice of Dismissal*

If the decision is to dismiss, the employee will be given notice of dismissal, stating the reasons for dismissal and giving details of the right to appeal.

**Appeals**

At each stage of the disciplinary procedure the employee must be told that she/he has the right to appeal against any disciplinary action and that the appeal must be made in writing to the playgroup/club secretary within five days of a disciplinary interview.

The playgroup/club committee will normally hear the appeal and it will be heard as soon as possible. Procedure will be informal and the employee may take a friend or trade union official to speak for her/him.

• The employee will explain why she/he is dissatisfied and may be asked questions.

• The playgroup/club supervisor or chairperson will be asked to put their point of view and may be asked questions.

• Witnesses may be heard and may be questioned by the appeal committee and by the employee and supervisor or chairperson.

• The committee will consider the matter and make known its decision. A written record of the meeting will be kept.

If the employee remains dissatisfied she/he may appeal to the Wales PPA county branch.

**Suspension**

If the circumstances appear to warrant instant dismissal and employee may be suspended while investigations are made. (State whether paid or unpaid and if the former applies, state the maximum number of days)

**Grievance Procedure**

If an employee is dissatisfied she/he must have the opportunity for prompt discussion with her/his immediate superior. For the supervisor of a playgroup/club this would normally be the committee chairperson. For other playgroup/club staff it would be the supervisor. If the grievance persists, there should be a subcommittee of the playgroup/club committee set up for this purpose for further discussion, at which the employee may, if she/he wishes, be accompanied by a friend. There must be a right of appeal, perhaps to the full committee at which the employee’s friend or trade union official may be present. The aim of the above procedure is to settle the grievance fairly and as near as possible to the point of origin.

It is intended to be simple and rapid.

**Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by Little Buds Management Team

Signed:……………………………………………………………………………………

(on behalf of the setting)

Position: …………………………………………………………………………………..

Date: …………………………………………………………………………………..

Reviewed on:

Date:…………………. Signed:……………………………………………

Date:…………………. Signed:……………………………………………

Date:………………… Signed:……………………………………………