

DISCIPLINARY PROCEDURE

At Birchwood Private Day Nursery we follow a simple but effective Disciplinary Procedure.

We operate an open door policy in which staff and parents can come and voice any concerns to the management team, all issues will be dealt with immediately. Any outcomes regarding these issues will be reported back to parents and staff.

Minor matters will normally be dealt with on an informal basis by the manager/deputy.

Where there is a repetition of minor breaches of employment a verbal warning will be issued by the manager witnessed by the deputy manager and a witness for the member of staff.

If after the verbal warning the member of staff is involved in a further breach of their contract then a second warning will be issued as above.

Once two verbal warnings are issued if any further breaches of contract are made then the member of staff will be given a written warning which is also the final warning this will be issued as above.

All warnings are recorded and signed by staff, manager and deputy, this information is then kept in the employee's personal file.

If the member of staff breaches the terms of their employment then their contract will be terminated with Birchwood Private Day Nursery.

In the case of a gross misconduct issue the Owner/Manager/Deputy reserves the right to terminate employment immediately.

If a complaint is made against a member of staff an internal investigation will be carried out by one independent member of the management team. Another member of management will issue a warning if needed. If in disagreement an employee can appeal the decision, and a third member of management will deal with the appeal.

Date: 2015

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