

Staff Disciplinary

FACEvents will provide a fair and consistent method of dealing with disciplinary incidents; the aim is always to support and encourage staff, while promoting good employment relations. If a member of staff is subject to disciplinary action, fair and consistent procedures will be employed:

- The incident will be fully investigated and the facts established.
- Investigators will be non-discriminatory and apply equally to all staff irrespective of sex, marital status, sexual preference, race or disability.
- At every stage, the member of staff concerned will be advised of the nature of the complaint and given an explanation for any penalty imposed.
- Staff will be given the opportunity to state their case, and be accompanied by a friend or colleague of their choice, during any part of the disciplinary process.
- Staff will not be dismissed for a first breach of discipline except in the case of gross misconduct.

*Staff have the right to appeal against any disciplinary action taken against them.
Investigations will be conducted by FACEvents directors.*

The staff disciplinary procedure operates as follows:

Informal discussion

Before taking any disciplinary action, the coordinator will make every effort to resolve the matter by informal discussions with parties concerned. Only where this fails to bring about satisfactory improvement or outcomes will disciplinary procedures be formally implemented.

Formal verbal warning

Once a formal warning is given, the member of staff in question is notified of this. The staff member is given an explanation for the warning. They will be informed of their right to appeal. A brief note of the warning is kept in FACEvents personnel records. This will be disregarded after six months, subject to satisfactory conduct and/or performance.

Written warning

If, following a formal verbal warning, there is insufficient improvement in the standards, or if a further incident occurs, a written warning is issued. This states the reason for the warning and that, if there is no satisfactory resolution after a further month, a final written warning is given. A copy of this first written warning is kept in FACEvents records, but will be disregarded after 12 months, subject to satisfactory conduct and/or performance.

Final written warning

If the member of staff's conduct or performance remains consistently unsatisfactory, or if the misconduct is sufficiently serious, a final written warning is given making it clear that any further breach of the standards, or other serious misconduct, may result in the employee's dismissal. A copy of the warning will be kept in FACEvents records, but will be disregarded after 24 months, subject to satisfactory conduct and/or performance. The warning will state clearly that dismissal will result from the failure to comply.

In certain exceptional circumstances, a member of staff may receive a Final Written Warning that will remain on FACEvents records indefinitely. This course of action will follow when a member of staff has only avoided dismissal due to extenuating or mitigating circumstances.

Gross Misconduct

If after investigation, it is deemed that a member of staff has committed an act of the following nature, dismissal will be the normal outcome:

- Child abuse
- Serious infringement of health and safety rules
 - Assaulting another person
- Persistent bullying, sexual or racial harassment.
- Being unfit for work through alcohol or illegal drug use.
- Gross negligence that either causes or might cause injury, loss or damage to persons or property
 - Theft, fraud or deliberate falsification of FACEvents documents
 - Deliberate damage to FACEvents property
- Being an unfit person under the terms of the Care Standards Act 2000 or the Children's Act 1989.

While the alleged incident of gross misconduct is being investigated, the individual concerned is likely to be suspended, during which time normal pay levels will prevail. Such suspension is not to be regarded as a form of disciplinary action and will be for as short a period as possible. Any decision to dismiss will be taken only after a full investigation.

If the staff member has been found to have committed an act of gross misconduct, they will be dismissed without notice.

Allegations against Staff

All staff are advised to minimise time spent alone with children and be aware of the potential risks in doing so. If an allegation of abuse has been made against a member of staff, FACEvents co-ordinators will follow the procedures of the *Recording and Reporting of Safeguarding allegations about a staff member*.

Appeals

Staff wishing to appeal against a disciplinary decision, must do so in writing and within 15 working days of the decision being communicated. Appeals will be dealt with as quickly as possible and within at least 15 days.

If possible, a senior member of staff who was not involved in the original disciplinary action will hear the appeal and impartially adjudicate the case.

At all stages of the procedure, the right to appeal will be confirmed as part of the warning, suspension or dismissal letter.