

BARTON PRIMARY SCHOOL AND EARLY YEARS CENTRE.



Disciplinary Rules for Support Staff

DATE: October 2011

TO BE REVIEWED: October 2012

Signed..... Chair of Governors

Date.....



1. INTRODUCTION

This document sets out the rules, which apply to School Support Staff. The rules should not be considered to be comprehensive or exhaustive and it may be necessary to issue further rules from time to time either in writing or by oral instruction.

2 BREACH OF DISCIPLINARY RULES

A breach of disciplinary rules may lead to action being taken against the employee concerned in accordance with the disciplinary procedure.

Where appropriate warnings will normally be given. In cases of persistent misconduct after a final warning an employee may be dismissed with notice or be transferred.

Acts of gross misconduct, examples of which are given in paragraph 5 below, may lead to an employee being summarily dismissed, ie without notice

3 DISCIPLINARY RULES

3.1 Conduct

Employees are expected to conduct themselves at all times in accordance with the School's Code of Conduct and in a manner which will maintain public confidence in both their integrity and the services provided by the School. In particular, whilst carrying out their duties, employees shall not:

- act in an oppressive or abusive manner towards a fellow employee or member of the public;
- be insubordinate to supervisory staff or other levels of management;
- unlawfully discriminate against a fellow employee or member of the public on grounds of sex, disability, marital status, sexual orientation, race, religion or colour;
- use or attempt to use their positions for an improper purpose, for their own private advantage or for the advantage of a third party;
- without authorisation accept any fees or gifts, hospitality or other reward either on their own behalf or on behalf of a third party.

3.2 Working Arrangements and Procedures

Employees shall comply with the agreed arrangements relating to their hours of work, breaks, requests for leave and notification of sickness absence. Working procedures and safety rules and regulations shall be observed; and employees shall carry out reasonable and proper instructions given in matters relating to their duties.

3.2.1 Absenteeism/Timekeeping

- Employees shall not absent themselves from duty, report late or cease work before their authorised finishing time without permission.
- Where required employees must clock or sign in and out, an employee shall not do so for any employee other than him or herself.
- Sickness absence must be notified to the Headteacher on the first day and as early as possible.

Notification of the employee's absence will be sent by the Headteacher to the Payroll Section via the weekly absence form. If the absence continues for 7 days or less a blue sickness form must be given to the employee to complete and return to the Headteacher who in turn will forward it to the Payroll Section. If absence continues for more than one week medical certificates must be obtained to cover the period from the eighth day of absence until the employee is certified as fit to return to work by his or her general practitioner. A blue sickness form to cover the first seven days of absence will be sent to the employee to complete and return the Headteacher, who will in turn will forward it to Payroll Section. On return the employee must complete a second blue form which states the date of the return to work.

- Employees absent from duty because of sickness shall observe the advice and instructions of their medical adviser and shall not commit any act, which may retard their return to duty, or be calculated to do so.
- All holidays, during school term, must be agreed with the Headteacher.

3.2.2 Working Procedures

In general, employees shall not:

- disobey, or omit to carry out, proper instructions;
- fail to discharge an obligation placed upon them by contract or statute;
- fail to report any matter which they are required to report;
- fail to wear in full, or as modified by management instruction, the issued uniform and items of protective clothing. All staff wearing uniforms will display an identity or name badge;
- alter their working or shift times without prior permission of the Headteacher

3.3 Confidentiality and Security

Confidentiality and security shall be observed at all times. In particular employees shall not:

- communicate confidential information or documents to a third party;
- allow anyone the use of any key in their possession or permit entrance to work areas or premises to persons other than employees performing assigned duties.

3.4 Care of Equipment, Materials etc.

Employees are required to take care of all equipment and materials etc issued to them and any other property belonging to the Isle of Wight Council or the School. Any loss, defect or damage must be reported to the Headteacher.

Employees shall not:

- remove property from stores or other locations without prior authorisation. This includes any items or materials

collected or deposited for disposal, by the School.

- make use of such equipment and materials without prior authorisation;
- use any such items for unauthorised purposes;
- wilfully cause any waste, loss or damage.

3.5 **Alcohol and Drugs**

Employees shall not through the use of alcoholic drink or illegal drugs render themselves unfit for duties.

3.6 **Health and Safety**

There is a duty on employees whilst at work:

- to take reasonable care for their health and safety and that of other persons who may be affected by their acts and omissions; and
- as regards any duty imposed on the School as their employer or other persons by any statutory provision, to co-operate so far as is necessary to enable that duty or requirement to be performed or complied with.

All rules and procedures relating to health and safety must be strictly adhered to.

In particular:

- all accidents at work, no matter how trivial, must be reported to the Headteacher and an entry made in the Accident Book;
- protective clothing which has been provided must be worn and all safety equipment properly used and maintained.

3.7 **Documentation/Communication**

On any matter for which an employee is accountable, he or she shall take all reasonable steps to ensure that the required information is complete, accurate and made available at the proper time. This requirement applies to all records and documentation including time sheets, expenses claim

forms, car allowance claims, returns of ticket sales, drivers' record books, etc.

Employees shall not:-

- knowingly or through neglect make any false, misleading, or inaccurate oral or written statement or entry in any record or document;
- alter or erase any entry with intent to deceive or misrepresent the true position;
- destroy or mutilate any document or record for malicious purposes or without sufficient cause;
- fail properly to account for, or make a prompt, accurate and complete return of, any money or property which comes into their possession in the course of their duties, incur cash shortages or fail to pay in cash at the correct time.

. communicate confidential information or documents to a third party without proper authority;

- make an obscene, or any other unauthorised comment on any sheet, document, or any other record.

3.8 **Off-Duty Hours**

Employees' off duty hours are their personal concern but they shall not:

- subordinate their duty to their own private interests or put themselves in a position where their duty and private interests conflict;
- engage in activities or other employment which could conflict with or react detrimentally to the School's or the Isle of Wight Council's interest or in any way weaken public confidence in the conduct of the School's activities;
- wear issued uniform in their off-duty hours except when travelling to and from work.

Where an employee is charged with a criminal offence that took place during off-duty hours, the need for disciplinary action will be considered in light of its relevance to his or her employment.

3.9 Accessory to a Disciplinary Offence

Employees shall not knowingly be an accessory to, nor condone a disciplinary offence.

4 CONDITIONS OF SERVICE

Notwithstanding other specific terms of appointment the following conditions are highlighted here for particular note:

- Employees are liable to undertake such other duties as may reasonably be required of them, commensurate with their grade, salary, position or experience, at their place of work
- All duties to be carried out in the working conditions normally inherent in the job.
- All necessary paperwork must be completed.
- All duties must be carried out to comply with:
 - a) the Health and Safety at Work Act;
 - b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements.
 - c) agreed Codes of Practice which are relevant.
- Where an employee fails to give or serve the prescribed period of notice the School may offset against any amounts (including accrued holiday entitlement) due to the employee a sum for the period of notice not served.
- All uniforms and items of protective clothing must be returned before leaving the employment of the School.

5 **MISCONDUCT**

Misconduct other than gross misconduct may lead to disciplinary action being taken. The following will be regarded as breaches of discipline. The list is neither exclusive or exhaustive.

- Unreasonable or unexplained absence from work.
- Poor timekeeping.
- Failure to observe any of the School's rules and regulations in particular those relating to health and safety at work.
- Deliberate or wilful poor job performance, including neglect of duties and poor quality of work.
- Behaviour upsetting or disruptive to other employees or to other persons during the course of work activities.
- Untidy appearance.

5.1 **Examples of Gross Misconduct**

Gross misconduct may lead to instant dismissal, ie without notice, but any decision to dismiss will be preceded by a full investigation and hearing. Offences considered to be gross misconduct are:

- theft, or attempted theft, from the Isle of Wight Council or the School, its employees, or from premises being visited during the course of employment;
- unauthorised removal of Isle of Wight Council or School property, malicious damage to, or any other unlawful act which involves, the property of the Isle of Wight Council or the School or its clients;
- offences of a dishonest or fraudulent character, examples of which would be falsification of expense claim forms, timesheets, drivers' record books etc;
- unreasonable refusal to carry out a legitimate instruction given by Headteacher or other member of management;

- wilful disregard of instructions concerning the collection, transfer, security and paying in of monies, the issue and receipt of tickets and the completion and submission of associated documents;
- wilful action or serious negligence which endangers life or limb including deliberate damage to, or neglect of, or serious misappropriation of, safety equipment and any significant breach of safety rules or codes of practice, and safe working procedures;
- fighting, acts of violence and physical intimidation;
- commit serious acts of discrimination or harassment at work;
- being under the influence of alcohol or illegal drugs in circumstances where it could constitute a health and safety hazard or where it would be in breach of a position of responsibility and trust;
- unauthorised disclosure of confidential information;
- criminal offences and/or conduct of such a nature (whether on or off duty) that the employee would be unsuitable to carry out his/her duties;
- without prior management agreement taking other paid employment whilst receiving pay or other benefits from the authority during a period of sickness or unauthorised absence.

Again the list is neither exclusive nor exhaustive, and in addition there may be other offences of a similar gravity, which would constitute gross misconduct.