

## Staff Discipline Conduct and Grievance Policy

<b>Date Reviewed:</b>	September 2017
<b>Next Review:</b>	September 2019
<b>Review Cycle:</b>	Biennial
<b>Reviewing committee:</b>	Full Governing Body
<b>Lead Governor Responsible:</b>	
<b>Reviewers:</b>	Chris Grant / Amanda Westaway / Darren Myles
<b>Linked Policies:</b>	Protected Disclosures Policy Pay Policy Performance Management and Capability Policy
<b>Policy is based upon:</b>	Hampshire Manual of Personnel Practice recommendations
<b>Ratification Date:</b>	
<b>Signed by Headteacher:</b>	
<b>Signed by Chair of Governors:</b>	

### Aims

The Governing Body of Hook Junior School wishes to provide an effective mechanism for handling staff discipline, conduct and grievances in a prompt and efficient manner that addresses issues fairly. The majority of issues should be resolved through informal discussions and conciliation without the need to invoke the formal stages of any procedures.

### Manual of Personnel Practice

The [Manual of Personnel Practice](#) produced by Hampshire County Council contains policies and procedures which have been designed for use in Hampshire's maintained schools and which have been subject to detailed discussion with Hampshire's professional associations and trade unions. This Manual has been adopted by Hook Junior School.

Please note that access to the Manual is not public and [school] security credentials are required for access. Governors can use the school name and their ID number [as issued by HCC Governor Services] in order to access the Manual.

### Discipline

Hook Junior School adopts the [Disciplinary Procedure and Model Disciplinary Rules](#) contained in The Manual of Personnel Practice. This document is available to staff on request from the school office.

## **Grievance**

Hook Junior School adopts the [Grievance Procedure](#) contained in The Manual of Personnel Practice. This document is available to staff on request from the school office.

## **Statement of Procedures for Dealing with Allegations of Abuse Against Staff**

Hook Junior School adopts the procedures for dealing with allegations of abuse against staff that are detailed within the [Manual of Personnel Practice](#), which includes a specific section on [Child Protection Investigations](#).

## **Appendices**

None.