



Hull
City Council

Stepney Primary School



A Small School With Great Expectations

Policy on Discipline

Hull City Council
Workforce Strategy
Implementation Date: 1st September 1998
Revised 1st June 2005
Updated July 2006

POLICY ON DISCIPLINE

INTRODUCTION

1. Every employee of the Council is expected to maintain the highest standard of conduct and to avoid acting negligently in carrying out his/her work.
2. This Policy and the Disciplinary Procedure are designed to help and encourage employees to achieve and maintain a high standard of behaviour whilst aiming for consistent and fair treatment for all.
3. This document outlines the Council's Policy on Discipline which should be followed by all managers when dealing with acts of alleged misconduct within the workforce.

SCOPE

4. This Policy applies to all employees of the Council except employees in schools with delegated powers. This policy may be applied to teachers and non-teaching staff in schools if adopted by the governing body. It will also apply to Registration Officers in specific cases where the Registrar General has responsibility.

POLICY AIMS AND OBJECTIVES

5. To set standards of conduct and behaviour at work and to ensure that employees are aware of the standards expected of them.
6. To ensure that employees are aware of the consequences of failure to meet the standards of conduct.
7. To provide a fair and consistent method of dealing with alleged failure to observe standards of conduct.
8. To promote good employee relations as well as fairness and consistency in the treatment of individuals.
9. To ensure that the Council has protection should an employee make a claim of unfair treatment or dismissal to an Employment Tribunal.

DISCIPLINARY FRAMEWORK

10. When a potential disciplinary matter arises, investigations will be made promptly to establish the facts. A decision will then be made as to whether the issue can be dealt with informally. If this is not the case, a disciplinary hearing will be held.
11. There are two main categories of misconduct, namely Misconduct and Gross Misconduct.

12. The level of any disciplinary action will range from a verbal warning through to dismissal, depending on the circumstances.
13. Every employee will have the right of appeal against any formal disciplinary warning and against dismissal.

POLICY, PROCEDURE AND GUIDELINES

14. This policy should be read in conjunction with the associated procedure and disciplinary rules. There is also a manager's guide available.

MONITORING AND REVIEW

15. The Disciplinary Policy and associated procedures and guidelines will be regularly monitored and reviewed, following appropriate consultation, to ensure they are clear, objective and consistently applied across all service areas of the Council.

[Disciplinary Procedure](#)

[Discipline – Rules](#)

[Discipline – Toolkit for Managers](#)

PERSON RESPONSIBLE WITHIN SCHOOL

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This is a Local Authorities Policy which was adopted at the Full Governing Body Meeting. Mrs Z Harland will continue to monitor and update in accordance with the Local Authorities updates.

This policy was last monitored in Spring 2017 by Mr P Browning, and no changes have been made by the Local Authority.

To be reviewed Spring 2018