

SECTION 4 STAFFING POLICIES

4.4 Staff Discipline Policy

Aim:

1. The Gums Childcare Centre aims to achieve high standards of conduct and professional behaviour. We encourage and support staff to maintain these standards by fostering self discipline and commitment to high quality education and care and good working relationships.

Process:

1. Definition- Staff discipline refers to the personal behaviour and conduct of staff.
2. Staff need to understand the conduct expected of them. The Staff Professionalism policy (code of conduct) will be provided to each new staff member in her/his induction kit, discussed with her/him by the Director / Assistant Director and re-read and signed each year.
3. Where it appears that staff are unsure about the conduct expected of them, the Director / Assistant Director should clarify this personally.
4. Where a breach of the Staff Code of Conduct is reported or observed, the disciplinary procedures should be used according to the following principles:
 - Minor breaches of conduct:
(eg. returning from breaks on time, dressing appropriately)
 - Major breaches of conduct:
(eg. Ensuring confidentiality, treating others with courtesy, honesty and respect)

Disciplinary Procedures

The aim of these procedures is to help staff to meet the standards of professional behaviour and conduct expected of them at The Gums. They should be followed whenever an incident of misconduct is reported or observed. All information obtained through these procedures must be kept confidential.

Meeting Procedures – Minor Disciplinary

When a meeting is held, there will be:

- A discussion around the concerns from other staff / leadership.
- The staff member will then have the opportunity to tell their side of the story.
- The Team Leader or Director / Assistant Director should clarify the expectations of the Centre to make sure that the staff member understands her/his responsibilities.
- Together the staff member and the Team Leader / Director / Assistant Director will set goals to work towards
- Together the staff member and the Team Leader / Director / Assistant Director will discuss solutions of how to achieve these goals

Date of Implementation: October 2013

Date of Last Review: June 2016, February 2017

Date of Next Review: February 2020

- The next meeting date will be set, for review of the goals
- See below for template – Formal Meeting – Minor Disciplinary

Meeting Procedures – Major Disciplinary

- The Staff member will be suspended from duty on full pay.
- The Director / Assistant Director will immediately commence an investigation to establish the facts, making sure to interview all witnesses to the incident
- The staff member will be advised in writing of the allegations, the process which has been commenced and her/his right to have a union representative or other person assist her/him at the interview
- The Director / Assistant Director will arrange a formal interview with the staff member, to be held as soon as possible
- **At the interview:**
 - the staff member must be advised of the detail of the charge against her/him and that instant dismissal is being considered
 - the staff member must have the opportunity to explain her/his behaviour, to dispute the charge, to request that other information be considered and/or other witnesses be interviewed
 - a detailed record must be kept of the discussion
 - If after the investigation the Director believes that dismissal is not appropriate, a formal warning may be given. This will include a period of review of at least three months, during which any further misconduct may result in dismissal. (See formal warning template below)
 - If after interviewing the staff member and considering the outcome of the investigation the Director believes that summary dismissal is necessary:
 - The Director will immediately inform the staff member of the decision and provide her/him with a letter of dismissal. The letter will outline the reasons for dismissal and the date of effect.
 - The Director will arrange for the staff member to be paid any wages outstanding up to the time of dismissal, and for the staff member to collect any personal belongings and return any property belonging to the Centre.



Formal Meeting – Minor Disciplinary

Present:

Date:

Concerns to be addressed:

Moving Forward / Goals:

How to achieve each goal / assistance needed:

Next Meeting on: _____, at this meeting we will discuss your progress of above goals, achievements, and feedback from other staff and leadership.



Major Disciplinary First Warning

Date:

Dear (staff member's name)

I am writing to formally warn you that your conduct has not met the standards required by The Gums Childcare Centre, in the following way(s):

(insert nature of the problem)

This is a breach of the Staff Professionalism Policy and Code of Conduct which state(s)

(insert clause(s))

The Centre will provide you with the following support to help you meet the required standard in the future:

(insert description of support)

If you again fail to meet the Centre's standards for professional conduct you may be subject to further disciplinary action.

Yours sincerely,

(signature)

Director

I have read this warning, and understand that I have been given a first warning under the terms of the Disciplinary Procedures.

(signature)

Staff member's name



Major Disciplinary Second Warning

Date:

Dear (staff member's name)

On (date) I wrote to you issuing a second formal disciplinary warning. I am now writing to formally warn you for the second time that your conduct has not met the standards required by The Gums Childcare Centre, in the following way(s):

(insert nature of the problem)

This is a breach of the Staff Professionalism Policy clause(s) numbered which state(s)

(insert clause(s))

The Centre will provide you with the following support to help you meet the required standard in the future:

(insert description of support)

If you again fail to meet the Centre's standards for professional conduct you may be subject to further disciplinary action, including dismissal.

Yours sincerely

(signature) Date:

Director or Management Committee Representative

I have read this warning, and understand that I have been given a second warning under the terms of the Disciplinary Procedures, and that if I continue to breach the standards of conduct required by the Centre I may be dismissed.

(signature) Date:

Staff member's name: