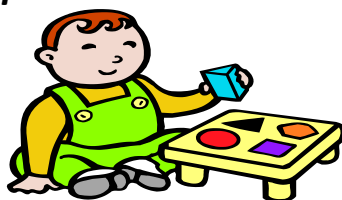


Stepping Stones Creche/Nursery

Proprietor: N.J.JAMES



Disciplinary procedure

Stepping Stones Nursery prides itself on having a strong, committed, professional team of staff who work together well in harmony to provide good quality child care where priority is given to creating a happy, caring and stimulating environment that is safe and secure.

However, should an Employee breach any protocol within the Nursery the following procedures will take place:

Disciplinary procedure

This procedure sets out the action which will be taken when disciplinary rules are breached. The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated by the Employer. At every stage the Employee will have the opportunity to state their case and be represented or accompanied by a fellow Employee should they wish. The Employee will have the right to appeal against any disciplinary penalty.

Stage 1 – Oral warning

- If the conduct or performance is unsatisfactory, the Employee will be given an oral warning which will be recorded their individual staff file and staff incident book.

Stage 2 – Written Warning

- If the offence is serious and there is no improvement in the Employees standards, or, if a further offence occurs, a Written Warning will be issued.
- This will include the reason for the warning and a note that, if there is no improvement , a Final Written Warning will be given.

Stage 3- Final Written Warning

- If the conduct or performance is still unsatisfactory, a Final Written Warning will be given making it clear that any recurrence of the offence or other serious misconduct will result in dismissal.

Stage 4 – Dismissal

- If there is no satisfactory improvement or if further serious misconduct occurs, the Employee will be DISMISSED without notice.

Gross Misconduct

- If after investigation, it is confirmed that the Employee has committed one of the following or similar offences, they will normally be dismissed without notice:

- Theft, damage to Nursery property, fraud, incapacity to work due to being under the influence of alcohol or illegal drugs, physical assault, gross insubordination.

- While alleged Gross Misconduct is being investigated, the Employee may be suspended, during which time the normal sessional rate will be paid.

- Any decision to dismiss will be taken by the Employer, only after a full investigation.

The company employs Key safety solutions and is a member of small business federation who would give advice regarding the correct procedures to follow.