



## **Copnor Primary School**

### **A4. Staff Discipline Policy**

#### **A. Rationale**

We are wholly committed to ensuring that everyone at Copnor Primary School is treated with respect and therefore it is essential that all staff act as role models. Whilst we strive to do this through extensive high-quality training, any breaches in staff conduct will be dealt with rigorously.

We follow the policies and procedures laid out in Portsmouth Education Authority's "Manual of Personnel Practice." This has been agreed by union organisations and is in line with employment legislation.

The policy was also written to cover the guidance in "Keeping Children Safe in Education", Sept 2016 and "The Prevent Strategy", June 2015.

#### **B. Aims**

1. To ensure that all staff are acting professionally and as good role models
2. To ensure that all staff are treated in a consistent, fair and sensitive manner
3. To address any issues of misconduct

#### **C. Roles**

##### **1. Staff.**

- To follow the staff code of conduct and to act professionally at all times.
- To report any instances of breaches in conduct to the Head Teacher or Assistant Head Teacher.
- To report any instances of breaches in conduct of the Head Teacher to the Chair of Governors.

##### **2. CPD Leader**

- To provide high-quality training and respond to specific requests on areas that staff are genuinely unclear about.
- To ensure that appropriate conduct is part of induction procedures.

##### **3. Head Teacher**

- To ensure that staff are aware of the code of conduct.
- To address any issues of conduct in line with the manual of personnel practice.
- To seek advice from Human Resources to ensure that all staff are treated fairly.
- To ensure that Governors are not informed of any breaches except through official channels.

##### **4. Governing Board**

- To ensure that a Discipline committee of 3 members is in place.
- To ensure that an Appeals committee of 3 members is in place.
- To judge any disciplinary matters fairly and in line with the manual of personnel practice.

#### **D. Procedures**

These are laid out in detail in the Manual of Personnel Practice – Section 3.

There are clear procedures for each of the following cases along with definitions of actions that would be considered to merit disciplinary action.

- Disciplinary Procedures.
- Capability procedures for teaching staff.
- Capability procedures for support staff.
- Dignity at work procedures.

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