



# **Copnor Primary School**

## **Staff Discipline Policy**

Governing Body approval gained in February 2025 Next review February 2026	
Policy proposed for adoption by Matt Johnson, Headteacher	
Headteacher's signature:	Chair of Committee signature:

### **Definition**

The school will adhere to the ACAS definition of what constitutes a disciplinary procedure, namely: 'A disciplinary procedure is used by an employer to address an employee's conduct or performance. A grievance procedure is used to deal with a problem or complaint that an employee raises.'

### **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", and "The Prevent Strategy". This policy should also be read with the Grievance Policy, The Staff Code of Conduct and the Appraisal and Capability Policy for Teachers and Support Staff.

### **Aims**

1. To ensure that all staff are acting professionally and are 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.

### **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 the Deputy Headteacher.
  - To report any instances of breaches in conduct of the Head Teacher to the Chair of Governors.
2. **Continuing Professional Development (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, seeking support from Portsmouth City Council's Human Resources Department as appropriate.
  - 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.

#### **Procedures**

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

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.