



**London Borough  
of Hounslow**

# **Disciplinary Policy and Procedure for School Based Staff**

**Issued by the Schools Workforce HR & Development Team  
Effective from 1 September 2025**

## 1 Introduction

- 1.1 This policy provides a process that is fair, objective and transparent when dealing with arrangements for disciplinary concerns that arise in the workplace and is designed to help and encourage all employees to achieve and maintain appropriate standards of behaviour and conduct.
- 1.2 School governing bodies are required by law to set disciplinary procedures for the staff that are employed at their school and to make staff aware of the policy and where they can access it.
- 1.3 In this policy, the term 'governing board' refers to appropriate bodies in all schools, including academies and free schools.

## 2 Scope

- 2.1 This policy applies to all employees of the school.
- 2.2 In cases where disciplinary action is being considered against an employee who is a trade union representative, the normal disciplinary process will be followed. The Headteacher will in these circumstances, discuss this matter at an early stage of the process with an official employed by the union, after having obtained the employee's consent.
- 2.3 This policy and the procedure does not apply to agency workers, including supply teachers or staff working under contract arrangements with external providers. Concerns or issues relating to agency workers should be referred to the individual's employing agency.

## 3 Principles

- 3.1 This policy reflects the following key principles in dealing with misconduct:
  - High standards of behaviour must be maintained at work at all times
  - It applies principally but not solely to conduct at work
  - All employees **must** read, understand and comply with the Schools Code of Conduct
  - Where possible, managers are expected to deal with matters informally
  - Issues will be dealt with fairly, consistently and promptly
  - Employees will be provided with sufficient opportunity to prepare their response to any allegations made against them
  - Managers will ensure that action and decisions are taken objectively
- 3.2 This policy operates in conjunction with the Schools Code of Conduct and other rules or standards relevant to the way in which the school is run.
- 3.3 This policy reflects current legislation and best practice.
- 3.4 This policy is appropriate for use in any educational establishment.

## 4 Staffing matters not covered by this policy

- 4.1 Any actions and/or sanctions to deal with the performance, rather than the conduct, of a new member of support staff during the probationary period, or for internal appointments which are subject to a probationary period, should be dealt with under the Procedure for Probationary Period Assessment for support staff in schools.
- 4.2 For any employee who has completed their probationary period, separate procedures and guidance exist for schools to deal with the management of unsatisfactory performance (Schools Capability Policy), sickness absence and medical capability (Management of Absence and Employee Health Policy).

Effective From	Replaces	Author	Page of Total Pages
1 September 2025	Disciplinary Policy and Procedure for School based staff – Jan 2022	Schools Workforce HR & Development Team	Page 2 of 15

## 5 Discipline and grievance

- 5.1 Employees cannot raise a grievance in relation to the school taking disciplinary action against them, or their being investigated under this policy if there is a reasonable belief that misconduct, or gross misconduct has been committed.
- 5.2 The only exceptions would be a complaint that claims the disciplinary action amounts to or would amount to unlawful discrimination or some other breach of statutory duty.
- 5.3 In any case where a grievance is raised by an employee who has been the subject of the disciplinary procedure, advice should be sought from the schools HR Advisory provider.

## 6 Disciplinary rules

### Gross Misconduct

- 6.1 Gross misconduct is an act or acts of misconduct serious enough to justify dismissal. Where an allegation is considered to potentially be gross misconduct, then this may result in the employee's suspension from work. If the allegation(s) are proven, this may result in the employee being summarily dismissed from their employment without notice.

### Misconduct

- 6.2 Misconduct of a serious or repeated minor nature may result in the issuing of a written or final written warning. It may also result in dismissal where it is a repeated offence for which a previous formal written warning has been issued. Examples may include; inappropriate behaviour, failure to follow reasonable management instructions and persistent lateness.
- 6.3 Cumulative or repeated acts of misconduct may lead to dismissal with notice in situations where an act of misconduct is repeated while a previous warning is still live.
- 6.4 A list of examples of both gross misconduct and misconduct are attached to this policy at **Appendix 1**.

## 7 Qualifications and compliance issues

- 7.1 Employees in certain regulatory professions may be required to hold a specific regulatory classification or may be required to maintain certain standards in order to carry out their job (e.g. Teachers). Where this is the case, the School will be duty bound to report any allegations of misconduct or poor performance to the appropriate registration authority or statutory body. Advice should be taken from the schools HR Advisory provider in such cases.
- 7.2 Misconduct cases involving qualification and compliance, where there are statutory restrictions on employment will be dealt with by the Headteacher with the assistance of the school's HR Advisory provider. The Headteacher and HR will meet with the employee to investigate, ensuring that an employee is not continuing to work if it is illegal to do so. Examples of such instances may involve an employee required to drive as part of their role who has lost their driver's licence, or a school employee who whilst employed by the school is convicted of a criminal offence which would render their suitability to work with children invalid.

Effective From	Replaces	Author	Page of Total Pages
1 September 2025	Disciplinary Policy and Procedure for School based staff – Jan 2022	Schools Workforce HR & Development Team	Page 3 of 15

## 8 Criminal offences and allegations of child abuse

- 8.1 Where allegations against an employee may potentially involve criminal offences, advice must be taken from the schools HR Advisory provider before any action is taken under this policy.
- 8.2 Where an employee is the subject of a criminal investigation or a charge is pending regarding a criminal act, this will not normally be grounds to delay or prevent a disciplinary hearing from taking place. However, where a request is made by the police or the Crown Prosecution Service to defer taking any action, the Headteacher or the Chair of Governors may consider this. Any deferral of disciplinary action in response to such a request should not continue on an open-ended basis.
- 8.3 There will sometimes be over-riding reasons to delay the commencement of disciplinary action. For example, where there are allegations of abuse against children, either in the course of employment or in an employee's personal life. This may lead to a multi-agency Allegations Against Professionals (AAP) meeting which will take precedence over any School disciplinary action. In cases such as this, advice **MUST** be sought from the Local Authority Designated Officer for Child Protection (LADO) to assess whether the allegation meets the threshold of significant harm. If this is deemed to be the case, the Allegations of Abuse against Professionals Policy should also be consulted.
- 8.4 Where conduct issues arise involving the safeguarding of children, it is not appropriate to terminate the disciplinary investigation should the employee resign from their post before the disciplinary process has been completed. It is also not appropriate to allow an employee to leave on a settlement agreement in cases where there has been misconduct in relation to the safeguarding of children.
- 8.5 In the cases of fraud, the continuation of the disciplinary investigation must not compromise any criminal investigation; therefore, a decision to continue with the disciplinary case should be made in conjunction with the criminal investigator i.e. The Local Authority Audit and Investigation Team or the Police.
- 8.6 There may also be specific legislation (for example regarding money laundering or terrorism), which prevents the School from immediately notifying the employee of the alleged misconduct whilst a police investigation takes place. In such cases, the delay between the date of the alleged misconduct and the date of the eventual commencement of disciplinary action will not be a reason for the School to forego disciplinary action altogether.
- 8.7 Where an employee is convicted of a serious criminal offence, the School may be required to dismiss them. If the conviction results in prison or a similar custodial sentence, the employee may be dismissed on the grounds that they are unable to continue in their role. Dismissal may still occur without a conviction. In these situations, the schools HR Advisory provider will advise on the most appropriate course of action.
- 8.8 Criminal acts committed or alleged to have been committed, other than in the course of employment may warrant dismissal where the offence affects the interest and/or the reputation of the school and/or the performance of the employee's contract of employment or where the existence of the charge would seriously undermine the trust and confidence the employer has in the employee.

Effective From	Replaces	Author	Page of Total Pages
1 September 2025	Disciplinary Policy and Procedure for School based staff – Jan 2022	Schools Workforce HR & Development Team	Page 4 of 15

- 8.9 Should an employee be investigated for an alleged criminal offence which has occurred during the course of their employment, they are required to report this to the Headteacher or the designated member of the School's management team immediately.
- 8.10 A decision should be made as to whether the employee should be suspended from work or be reassigned to alternative duties where they will not be working with children.
- 8.11 The schools HR Advisory provider should be contacted for advice. Failure on the part of the employee to notify the School of any pending criminal investigation is a serious disciplinary offence and constitutes gross misconduct under this policy.

## 9 Confidentiality

- 9.1 At all stages of the procedure confidentiality must be observed. Circulation of information will be to those necessary to ensure a fair investigation and hearing. Unnecessary disclosure of confidential information by any party at any stage could itself be a justification for disciplinary action.

## 10 Records

- 10.1 Where a sanction is imposed, or an informal warning issued, records of proceedings must be kept on the employee's file at the School and managed appropriately. **Tape or audio recording of hearings are not permitted unless all parties agree.** Headteachers should ensure that the school keeps a written record of the hearing and any sanction, with the outcome retained on the employee's personal file at the school for the required retention period.
- 10.2 The School should provide a clerk to take notes of the disciplinary hearing. This may be an external person e.g. a Clerk to Governors from another school or some other independent person with appropriate experience.

## 11 The role of the Schools Workforce HR & Development Team

- 11.1 At all stages of the Disciplinary Procedure, in addition to those stages where there is a specific recommendation, the schools HR Advisory provider should be consulted for advice.
- 11.2 The School's Workforce HR & Development Team's role, if purchased, includes the following:
- Providing advice to Headteachers and Senior Managers on informal action.
  - Providing advice and practical support to Headteachers or Chairs of Governors on taking a decision to suspend an employee.
  - Providing advice to Headteachers or Chairs of Governors on taking formal disciplinary action, including advice on child protection or other complex cases, framing allegations, and the preparation of disciplinary hearing case documentation.
  - Ensuring that the investigating/hearing officers/appeal hearing Governors are aware of the legal aspects and any other sensitive/complex aspects of a case,
  - Advising at disciplinary hearings and/or disciplinary appeals hearings.
  - Advising on letters which confirm the outcome of the hearing.
  - Advising on interpretation of school policy.
  - Monitoring suspensions and progress on disciplinary investigations/ hearings to ensure that the process is completed as quickly as possible.
  - Assisting investigating managers with investigations in complex cases.

Effective From	Replaces	Author	Page of Total Pages
1 September 2025	Disciplinary Policy and Procedure for School based staff – Jan 2022	Schools Workforce HR & Development Team	Page 5 of 15

## 12 The right to representation

- 12.1 Employees, who are the subject of disciplinary action/investigation, have the right to be accompanied/represented by a recognised trade union representative or work colleague at any formal stage of the procedure.
- 12.2 Investigatory and witness meetings do not attract the right to be accompanied, however, employees may be accompanied by a trade union representative or workplace colleague as it is recognised that these meetings can prove stressful for some individuals.

*Note: In exceptional circumstances discretion can be used to allow individuals to be accompanied by a member of a specialist service where the employee may have specific needs.*

## 13 The Disciplinary Process - Informal action

- 13.1 Before taking any formal disciplinary action, if appropriate, minor instances of misconduct should initially be dealt with in an informal way e.g. confidential discussion, counselling, training, and setting clear standards for improvement. This could be in the form of an informal warning (which should be confirmed in writing for record keeping); this should include confirmation of appropriate and expected standards. It should be noted that such action does not form part of the formal disciplinary procedure and it should be made clear to the employee that formal action would be taken on recurrence of the conduct in question.
- 13.2 A record of the informal discussion should be placed on the employee's personnel file.
- 13.3 Where the required improvement is not reached or maintained, then the informal action may be referred to in any formal action subsequently taken under this policy.
- 13.4 If during an informal meeting it becomes clear that the matter is more serious than first thought, the meeting should be adjourned, and a decision made as to whether formal action should be initiated. Managers should speak to their Headteacher who should contact the school's HR Advisory provider for further advice at this stage. The employee should be kept informed of any decisions and advised of any timescales.

## 14 Suspension

- 14.1 The circumstances and nature of the allegations may require an employee to be suspended from duty during formal disciplinary proceedings. Suspension should only be used in exceptional circumstances in cases such as:
- The severity/nature of an alleged offence means that the presence of the employee in question cannot be tolerated.
  - The continued presence of the employee at work could potentially prejudice or hinder an investigation, e.g. The employee in question may influence witnesses or interfere with relevant evidence.
  - The employee has been charged with a serious criminal offence that would undermine the trust and confidence in them to be in their role.
  - There is a clear concern that if the employee remains on site, harm may come to a child or member of staff.

Effective From	Replaces	Author	Page of Total Pages
1 September 2025	Disciplinary Policy and Procedure for School based staff – Jan 2022	Schools Workforce HR & Development Team	Page 7 of 15

- 14.2 An employee can be suspended at any point of the investigation/disciplinary process once it becomes apparent that it is not appropriate that the employee be allowed to remain in the workplace. Suspension will be on full contractual pay.
- 14.3 Suspensions must be authorised and carried out by the Headteacher (or designated deputy where a Headteacher is not available), or by the Chair of Governors in cases where the Headteacher is being suspended. A decision to suspend an employee should be discussed with the school's HR Advisory provider before such action is taken.
- 14.4 The employee should be invited to attend a meeting with the Headteacher or Chair of Governors as soon as possible. Every reasonable effort should be made to contact the local trade union representative so that they can accompany the employee if this is possible.
- 14.5 The employee should be told of the reason for the suspension. Where this is not possible, for example, where it may prejudice an external (i.e. Police) investigation, then they should be given general or broad reasons. The employee should be told that suspension is a neutral act, and that suspension will be on full contractual pay. The employee should be advised that they may not enter the premises or contact any other member of staff without the express permission of the Headteacher/Chair of Governors. The employee should be asked to return their ID badge, any keys to the premises, work laptops, mobile phones, and any other School property. After the suspension meeting has taken place, the employee should be discretely escorted from the property.
- 14.6 A letter confirming the suspension should be sent to the employee no more than **3 working days** after the suspension meeting has taken place. All suspensions should be reviewed by the Headteacher or Chair of Governors **every four weeks** from the date that the suspension commenced.
- 14.7 In cases within Local Authority maintained schools, consideration should be given (by the respective managers) to suspending an employee from any other employment a person may hold with the authority.
- 14.8 Alternatives to suspension should also be considered where feasible, for example, transferring to other duties, transferring the employee to another workplace, working from home, working under supervision or special paid leave. Consideration should also be given to the potential detrimental effect of suspension on both the employee and the service. Where a child protection allegation is being investigated, dignified alternatives to suspension should always be considered, bearing in mind the need to protect the child.

## 15 Investigations and the role of the investigating manager

- 15.1 Investigating officers will normally be drawn from the school leadership team. There will however be exceptional circumstances where it will be necessary to appoint an independent investigating officer. This could be where in the view of the Headteacher all members of the school leadership team have prior involvement with the case, which compromises their impartiality, further advice on this can be obtained from the school's HR Advisory provider.

Effective From	Replaces	Author	Page of Total Pages
1 September 2025	Disciplinary Policy and Procedure for School based staff – Jan 2022	Schools Workforce HR & Development Team	Page 8 of 15

- 15.2 Investigating officers should consult with the school's HR Advisory provider regarding best practice before conducting a disciplinary investigation and at all stages of the process. In cases where an allegation of gross misconduct has been made, or where a case is complex, a member of the School's Workforce HR & Development Team will provide HR support for the investigation.
- 15.3 Investigating officers should arrange for the following:
- Ensure that full details of the allegations are supplied to the employee.
  - Undertake investigation meetings with the employee in question.
  - Undertake investigation meetings with witnesses.
  - Gather any other relevant information.
  - Compile a report of the findings.
  - Make a recommendation based upon the findings whether the case should or should not progress to a disciplinary hearing, and any other recommendations.
- 15.4 Upon the conclusion of the investigation, the investigating manager will present the report and evidence gathered to the person who commissioned the investigation. The commissioning manager will then, after having reviewed the investigation report and evidence make the decision as to whether the case will progress to a formal disciplinary hearing.
- 15.5 The Headteacher, with the support of a member of School's Workforce HR & Development Team will compile a letter to the employee advising of the outcome of the management investigation and any action, if any, to follow.

<b>Effective From</b>	<b>Replaces</b>	<b>Author</b>	<b>Page of Total Pages</b>
1 September 2025	Disciplinary Policy and Procedure for School based staff – Jan 2022	Schools Workforce HR & Development Team	Page 8 of 15

## 16 Stage 1 Disciplinary Action - Minor misconduct and misdemeanors

- 16.1 Where it is judged that minor forms of misconduct need to be dealt with more seriously, a formal reprimand may be given. This category comprises of misconduct that is relatively minor and a first-time transgression. It encompasses situations where the facts are self-evident, i.e. readily available, requiring minimal investigation and where there are no live/final written warnings against the employee.
- 16.2 This category is intended to deal with matters of misconduct speedily, within a short timescale e.g. one/three weeks, with the investigation hearing being handled by the same officer, usually a line manager.
- 16.3 The employee's line manager should arrange to interview the employee concerned on a one-to-one basis. An employee has the right to be accompanied by a trade union representative or work colleague.
- 16.4 If the outcome of the investigation is that a formal reprimand should be given, then the manager will advise the employee of the reason for the reprimand, that the reprimand is the first stage of the disciplinary process, the improvements required and any time periods related to the required improvements.
- 16.5 Employees should also be advised of their right to appeal against the decision to the Governing Board appeal panel, **within 5 working days** of the formal reprimand being given.
- 16.6 A copy of the reprimand will be kept on the employee's personal file and a copy given to the employee. The reprimand **will lapse after 6 months**, subject to satisfactory conduct and then be expunged from the employee's personnel record.
- 16.7 If the misconduct persists managers should consult the Headteacher and HR with a view to proceeding to the next stage of formal action, as excessive use of formal reprimands must be avoided.
- 16.8 Where a manager becomes aware of alleged or suspected serious misconduct by an employee, it should be reported to the Headteacher and advice should be sought from the school's HR Advisory provider.

**In all cases an investigation should be carried out. Suspension should also be considered where appropriate.**

Effective From	Replaces	Author	Page of Total Pages
1 September 2025	Disciplinary Policy and Procedure for School based staff – Jan 2022	Schools Workforce HR & Development Team	Page 6 of 15

## 17 Stage 2 – Disciplinary action – Formal Disciplinary Hearing

- 17.1 If an investigation concludes that there is a case to answer, the commissioning manager receiving the report concurs, a disciplinary hearing will be arranged. The commissioning manager will decide who will conduct the hearing. The exception to this would be if the person under investigation was the Headteacher.
- 17.2 The hearing will normally be arranged **within at least 10 working days** of the investigation having been completed.
- 17.3 It is recommended that the Disciplinary Panel consists of at least 3 members of the Governing Board who will be supported by a HR representative.
- 17.4 It is important that the panel members are impartial and have not had previous involvement in the case which would compromise their ability to hear the matter impartially. Where the allegations may lead to dismissal then a HR representative **must** attend. (Maintained School)
- 17.5 The arrangements for a disciplinary hearing are as follows:
- The school should arrange for a clerk to attend and to take notes of the hearing, a copy of which will subsequently be made available to the employee. **HR will only take notes in exceptional circumstances**
  - A representative from the School’s Workforce HR & Development Team will attend to provide advice to the disciplinary panel, and may ask questions during the proceedings.
  - The employee must be informed by letter, **at least 10 working days** before the hearing of the following:
    - The date, time and place of the hearing.
    - The details of the alleged misconduct including whether it is deemed minor, serious or gross as well as the possible consequences including where relevant dismissal.
    - The identity of the person who will be presenting the case (except in extraordinary circumstances, this will be the Investigating Manager) along with the HR advisor who supported the investigation.
    - Of their right to attend the hearing accompanied either by a trade union representative or workplace colleague.
    - Of their right to call witnesses and to produce relevant information in support of their case.
    - Confirmation of any witnesses that will be called by the school
- 17.6 An employee may choose to submit written evidence prior to the disciplinary hearing. This must be provided to the Headteacher, Disciplinary Panel Chair and officer presenting the case **at least 3 working days** before the date of the disciplinary hearing and include the names of any witnesses the employee proposes to call.
- 17.7 It is for the employee or their representative to organise for their witnesses to attend the hearing. Where the witnesses are school employees, the Headteacher will arrange for them to be released from duties.

Effective From	Replaces	Author	Page of Total Pages
1 September 2025	Disciplinary Policy and Procedure for School based staff – Jan 2022	Schools Workforce HR & Development Team	Page 9 of 15

- 17.8 Evidence produced later than the timescales mentioned above may not be considered.

The disciplinary panel chair has discretion to allow evidence that has been submitted late in exceptional circumstances, having heard representations from both parties and having taken into account the reasons for the delay, the importance of the evidence and whether or not a short postponement would be a fair and practical alternative to exclusion of the evidence.

17.9 The format of the disciplinary hearing will be as follows:

- The Presenting Manager will present the management evidence and the reasons for the recommendation
- The Governing Board Panel, and the employee and / or their representative may ask questions or seek clarification on any points.
- The employee will present any points of mitigation and reasons why the contractual relationship should not be terminated.
- The Panel and the Presenting Manager may ask questions and seek clarification on any points.
- The Presenting Manager will be asked to sum up their case.
- The employee will be asked to provide a summary of their mitigation.
- The panel will adjourn to consider all information presented at the hearing and decide on an outcome.
- The panel will give a decision.

17.10 If the employee does not attend the disciplinary hearing, the hearing may either proceed in their absence or be adjourned, considering the reasons for the non-attendance. If the reason for non-attendance is due to the availability of an employee's representative; the panel chair may decide that a postponement of the hearing should be granted and will advise of a new date for the hearing, which will usually be **within 5 working days** of the initial date of the hearing.

17.11 If non-attendance is due to a medical reason, the employee must inform the School as soon as possible. Written confirmation together with a medical certificate will be required. The employee may also be referred to Occupational Health to ascertain whether they are fit to attend the hearing.

17.12 If it is decided to adjourn the disciplinary hearing, then a new date and time will be arranged. If the employee again fails to attend, the hearing will normally go ahead in their absence after considering all the circumstances of the case. This should be confirmed in the letter to the employee setting out details of the new date and time for the hearing. Where an employee is unable to attend, they may arrange for representation at the hearing in their absence or make a written submission.

## 18 Disciplinary Outcomes

18.1 The decision will be given orally on the day of the hearing, unless it is not practical to do so. In all cases, the decision will be confirmed in writing to the employee **within 10 working days** of the conclusion of the hearing.

18.2 Regardless of the outcome of a hearing (or investigation if a case has not progressed to a hearing), a copy of the investigation report and other documentation must be retained on file in accordance with the School's record keeping practices. Minutes taken at any formal investigatory meeting or hearing will be sent to all parties as soon as possible.

Effective From	Replaces	Author	Page of Total Pages
1 September 2025	Disciplinary Policy and Procedure for School based staff – Jan 2022	Schools Workforce HR & Development Team	Page 9 of 15

18.3 The measures/outcomes which may be reached following a disciplinary hearing are as follows:

- No disciplinary action is to be taken - **Where disciplinary action is not taken, all records will be removed from the employee's personal file and destroyed. A copy of the investigation will be retained in accordance with appropriate record keeping practices.**
- Formal Reprimand – **Live for 6 months;**
- First formal written warning – **Live for 12 months;**
- Final written warning – **Live for 24 months;**
- Dismissal with notice;
- Summary dismissal without notice.

## 19 Right of appeal

19.1 An employee has the right to appeal against any formal disciplinary action that has been taken against them under this policy. Formal action includes all action ranging from being issued with a formal reprimand up to and including dismissal.

19.2 An appeal may be lodged under one or more of the following grounds:

- **Procedure:** Where failure to follow the correct procedure has had a material effect in the decision made by the disciplinary panel;
- **The facts of the case:** Where the disciplinary panel formed a conclusion based on a material point of fact, which no reasonable person would have reached;
- **The sanction imposed was disproportionate:** Where no reasonable panel would have decided on the sanction imposed, given the circumstances of the case;
- **New Evidence:** New evidence has become available that could not have reasonably been presented to the disciplinary panel at the time of the hearing, and which would have had a material effect on the outcome of the hearing.

### Lodging an appeal

19.3 Appeals must be lodged in writing to the chair of governors **within 10 working days** of the date of the disciplinary hearing outcome letter.

Effective From	Replaces	Author	Page of Total Pages
1 September 2025	Disciplinary Policy and Procedure for School based staff – Jan 2022	Schools Workforce HR & Development Team	Page 10 of 15

- 19.4 The employee should set out the grounds of their appeal in writing, providing as much information as possible. Any accompanying information should be included either with the written appeal, or no later than five working days ahead of an appeal hearing to allow all parties the opportunity to carefully consider the information.

### **Appeal hearings**

- 19.5 Appeal hearings should take **place within 10 working days** of the date of receipt of the employee's written appeal. In cases where it is not possible to meet this timescale, for example, logistical reasons or availability of panel members, the employee should be informed of this and the reason for the delay.

Appeals will be heard either by the Chair of Governors or a senior member of management who has had no prior involvement in the case. The appeal panel will also consist of at least two other ordinary panel members and a HR representative who have had no prior involvement with the case. The Chair of the original disciplinary panel will be the presenting manager at the appeal hearing and will be required to respond to the points of appeal and the reason for their arriving at the disciplinary sanction.

The format of the appeal hearing, and right of the employee to be accompanied and call witnesses will be the same as the format for the initial disciplinary hearing as set out in paras. 17.5 to 17.19. The only difference will be that the appellant will present their case to the appeal panel first, and then the presenting manager will present their case afterwards.

- 19.6 The possible outcomes of a disciplinary appeal hearing are as follows:
- **Uphold the decision taken by the original disciplinary panel in its entirety.**
  - **Uphold the appeal in its entirety.**
  - **Uphold the appeal in part (where an appeal challenges more than one finding of misconduct).**
- 19.7 The decision of the appeal panel is final and there are no further stages of appeal.

<b>Effective From</b>	<b>Replaces</b>	<b>Author</b>	<b>Page of Total Pages</b>
1 September 2025	Disciplinary Policy and Procedure for School based staff – Jan 2022	Schools Workforce HR & Development Team	Page 12 of 15

## Appendix 1

### Examples of Misconduct and Gross Misconduct

#### Misconduct

Examples of misconduct may include, but is not limited to:

- Repeated occurrences of lateness or absence
- Being an accessory to a disciplinary offence
- Negligence in the performance of duty
- Breaches of the provisions and policies of the School
- Dishonesty including lying or falsifying records/ documents
- Unreasonable refusal to follow management instructions
- Failing to declare a conflict of interest (may escalate to gross misconduct depending on the nature of the conflict)
- Disclosure of sensitive/ confidential information

#### Gross Misconduct

Gross misconduct is misconduct of such a serious and fundamental nature that it breaches the contractual relationship between the employee and the employer and may justify dismissal without notice or pay in lieu of notice.

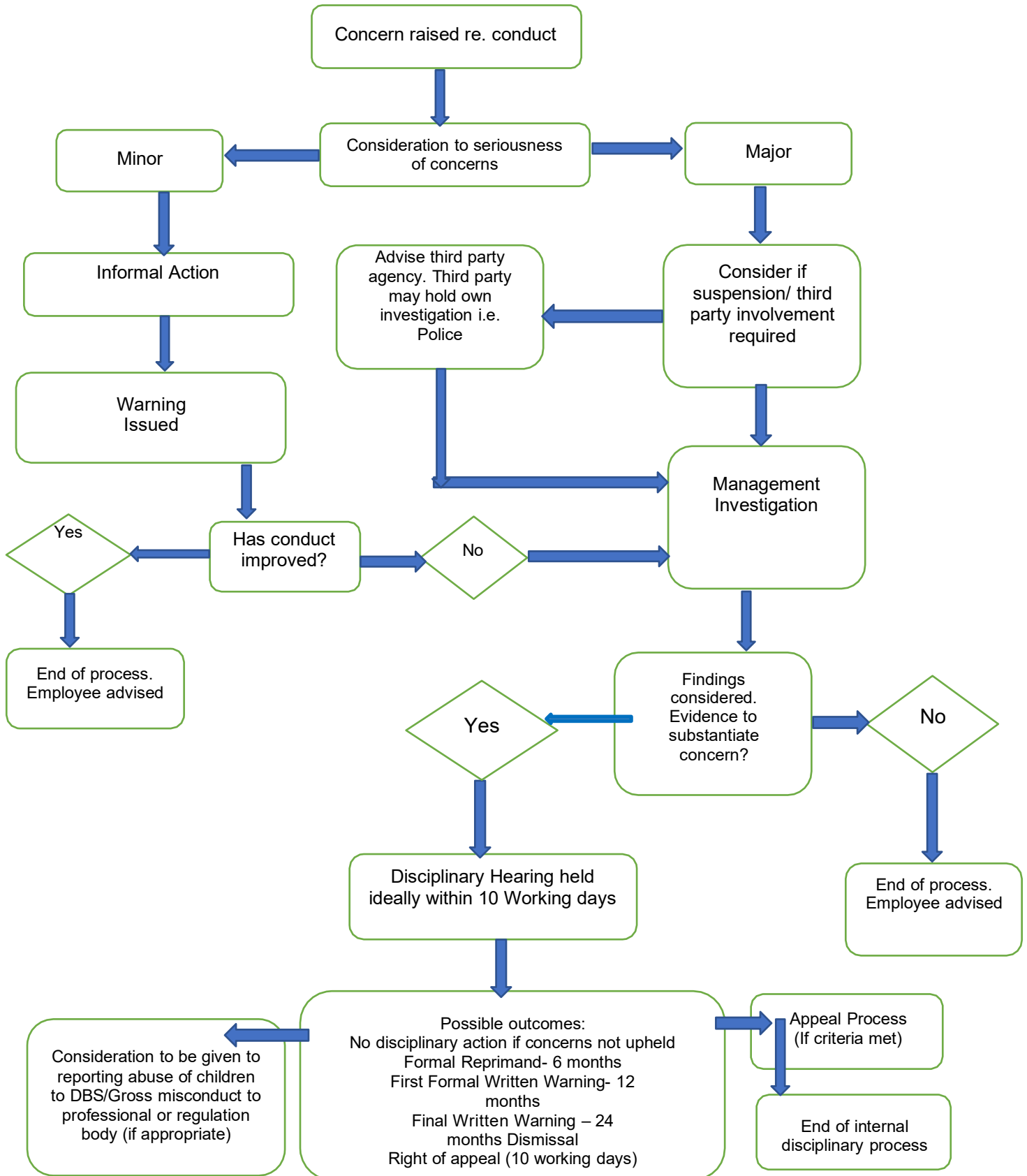
Incidents of gross misconduct may include, but are not limited to:

- Breach of the Dignity and Respect at Work Policy including acts of discrimination, serious bullying or harassment of a fellow worker or child on the grounds of sexual orientation, race, disability, age, religion or belief, gender/gender reassignment, ethnic or national origin, trade union membership or activity, medical condition, marital status
- Fraud or theft from the school, employees, service users or contractors
- Falsification of a qualification or any other matter that is a stated requirement of the employee's employment or results in financial gain to the employee
- Falsification of applications, records, reports, accounts, expense claims or self-certification forms whether or not for personal gain
- Sexual misconduct at work
- Fighting with, physical assault, or the verbal threat of physical assault on, employees, service users or contractors or members of public
- Deliberate or serious damage to or misuse of School property
- Being under the influence of alcohol or illegal drugs whilst at work
- Possession, custody or control of illegal drugs (other than medically prescribed) or stolen goods
- Serious breach of the School Code of Conduct, including, but not restricted to, health and safety rules, rules on computer use and data management
- Gross negligence or incompetence where actual or potential consequences of that error are, or could be, extremely serious
- Conviction of a criminal offence that is relevant to the employee's employment
- Criminal activities outside work, where such conduct is judged to be incompatible with the individual's employment, or where it could bring the School into disrepute or failing to notify the school if you are charged with or convicted of a crime
- Conduct that brings or may bring the School's reputation and integrity into disrepute
- Acceptance of bribes or bribery offences under the Bribery Act 2010

This list is not exhaustive.

Effective From	Replaces	Author	Page of Total Pages
1 September 2025	Disciplinary Policy and Procedure for School based staff – Jan 2022	Schools Workforce HR & Development Team	Page 14 of 15

## Appendix 2- Disciplinary process flowchart



Effective From	Replaces	Author	Page of Total Pages
1 September 2025	Disciplinary Policy and Procedure for School based staff – Jan 2022	Schools Workforce HR & Development Team	Page 15 of 15