



Established 1949

# The Polish Saturday School in Manchester

Polska Szkoła Przedmiotów Ojczyźnych im. św. Stanisława Kostki w Manchesterze®

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## Disciplinary and Grievance Procedures

The purpose of these procedures is to provide a framework to help and encourage all volunteers and employees to achieve and maintain appropriate standards of conduct, behaviour and performance. The aim of the procedures is to ensure consistent and fair treatment for everyone.

Formal procedures will take place when efforts to resolve matters informally, has failed. When formal procedures are to take place, the school will follow the procedures outlined below.

A volunteer or employee has the right to be accompanied by a friend at all stages of the formal procedures.

### Disciplinary Procedure

#### Stage 1 – Putting it in Writing

A letter will be personally handed to you by a member of the Board of Trustees, explaining the reasons why disciplinary action is being considered. You will be invited to a meeting with the Chair of the Board of Trustees and the Head Teacher. You will be given time to consider the contents of the letter and prepare your responses prior to the meeting.

#### Stage 2 – Disciplinary Hearing

You will meet with the Chair of Board of Trustees, the Head Teacher and sometimes an additional member of the Board of Trustees may also attend. A further member of the Board of Trustees will also be present in order to take notes. You will be informed of the complaint(s) against you and you will be given the opportunity to examine the evidence or hear verbal evidence before stating your case. At the end of the meeting, the Chair will consider the evidence and will make a decision. You will be notified of the decision in writing and notified of your right of appeal within 5 days.

#### Stage 3 – Appeal

If you consider that the Disciplinary Action taken against you is unreasonable, you may appeal to an Appeals Committee, which comprises alternative members of the Board of Trustees to the ones who conducted your Disciplinary Hearing. You must send a letter, stating the reason for your appeal, within 5 working days of receipt of your disciplinary letter.

You will be given a letter, inviting you to a meeting with the Appeals Committee. There will again be another member of the Board of Trustees present to take notes (the person who is the note-taker may be the same person as at your Disciplinary Hearing in order to provide consistency in record keeping. If you have any objections to this, please make these known at the start of the appeal). You will be given the opportunity to present your appeal.

You will be notified of the result of your appeal in writing within 5 days. The decision of the Appeals Committee is final.

## Sanctions

The following sanctions may be imposed as a result of the disciplinary process. The starting point for action will depend on the circumstances.

### Verbal Warning

If your conduct is unsatisfactory a verbal warning may be issued. You will be told of the reason for the warning and a note of this may be kept in a confidential file. If there are no further occurrences meriting a disciplinary hearing, then the note will be removed from file at the end of the time period.

Listed below are examples of behaviour which may attract verbal warnings. This list is NOT exhaustive:

- Minor breach of minor Health and Safety Regulations.
- Minor insubordination.

### Written Warning and Final Written Warning

Should you fail to make the required improvement in performance or if any further offence occurs, a written or a final written warning will be issued. This may also be applied if your performance or conduct is considered so serious that a verbal warning is not considered appropriate.

The written warning will give the reason for the warning, and list the improvements required. It will warn that the final written warning or dismissal from your volunteer role will be considered if there is a repetition of the conduct, or if there is no satisfactory improvement. You will be informed of your right to appeal.

A copy of the warning will be added to a confidential file for a period of 12 months. If no further offence occurs, the warning will be removed at the end of this period.

The following are examples of conduct likely to attract a written or final written warning. The list is NOT exhaustive:

- A breach of Health and Safety rules and regulations.
- Being under the influence of alcohol or drugs whilst volunteering or employed.
- Smoking within the premises and grounds of the school.
- Behaving in a way that is prejudicial to the good name of the organisation.

### Dismissal

Should you fail to make the required improvement in behaviour or if there is a further breach of conduct after the issuing of a Written or Final Written warning, you will be dismissed from your role as volunteer or employee with the Polish Saturday School in Manchester.

### Gross Misconduct

In the case of Gross Misconduct you will be subject to immediate dismissal as an employee or volunteer.

The following are examples of Gross Misconduct. The list is NOT exhaustive.

- Personal misconduct that may give offence to a pupil, the parent or carer of a pupil, fellow volunteer, staff member, employee, trustee or member of the public.
- Conduct which may be in breach of civil or criminal law, including unlawful discrimination.
- Conduct that may bring disrepute on the Polish Saturday School in Manchester.
- Breaches of Confidentiality.
- Negligence and/or deliberate failure to comply the Health and Safety rules and school regulations.

- Misappropriation or unauthorised possession of money or property belonging to the Polish Saturday School in Manchester.
- The consumption of alcohol or drugs to such an extent as to impair your ability to carry out your volunteering or employment effectively.
- Anti-social behaviour (e.g. indecency, physical violence or assault, verbal abuse whilst volunteering or working for the school or aimed at any other volunteer, employee, trustee or pupil or their parent or carer).
- Theft.
- Fraud, including deliberate falsification of records.

If you are dismissed in accordance with these procedures, confirmation of the decision, the reasons for dismissal and your right to appeal will be forwarded to you in writing as soon as possible. The Polish Saturday School in Manchester may also contact the police in the first instance, if the offence is deemed serious enough.

## Grievance Procedure

### Stage 1 – Put it in Writing

If you have a grievance or feel that you have been unfairly treated, you should send a written explanation of the grievance to the Chair of the Board of Trustees (if the Chair is the subject of the grievance, then please forward this to the Vice Chair or Treasurer), who will arrange a formal interview with you to discuss the matter. You will be notified of the date of the interview as soon as possible.

### Stage 2 – Meeting to Discuss the Grievance

You will meet the Chair (or other Trustee) of the Polish Saturday School in Manchester. There will also be someone there from the Board of Trustees to take notes. You will have the opportunity to present your case and to provide supporting evidence to your claim.

At the end of the meeting, the Chair (or other Trustee) of the Polish Saturday School in Manchester will make a decision based on the evidence you have presented. The Chair (or other Trustee) may decide to undertake further investigations or to conduct further interviews. You will be notified of the decision and your right to appeal in writing within 5 days.

### Stage 3 – Appeal

If the matter is not resolved, you may appeal in writing to the Appeals Committee.

You will be sent a letter inviting you to meet the Appeals Committee and to put forward your appeal. There will also be a note-taker present at this meeting, who will also be a member of the Board of Trustees. You will be notified of the appeal decision within 5 days. The decision of the Appeals Committee is final.

## Whistle Blowing

We encourage an environment where people feel safe to express their concerns about illegal, unethical or inappropriate practice or behaviour by any employee, volunteer or trustee within our organisation.

Any person, who has good grounds on which to base their suspicions, will be listened to without fear of victimisation, subsequent discrimination or disadvantage maintaining their confidentiality if requested. An investigation will be undertaken if there are sufficient grounds for concern by the Board of Trustees, followed by any necessary action to advise, manage or instigate disciplinary action against the employee, volunteer or trustee about whom the allegation has been made.