

Disciplinary Procedure Policy

1. Introduction

Al-Islamia is committed to maintaining the highest standards of professionalism, integrity, and conduct among its staff. This policy outlines the procedures to be followed when concerns arise regarding staff conduct, ensuring fairness, transparency, and compliance with employment law and statutory guidance.

This policy applies to all employees, including teaching and support staff, and aligns with relevant policies, including the Monitoring, Appraisal, and Professional Development Policy, to support staff in meeting expectations and addressing concerns constructively.

2. Principles

The disciplinary procedure aims to:

- Ensure fair and consistent treatment of all staff.
- Provide a structured approach for addressing concerns.
- Encourage improvement where possible before formal disciplinary action is taken.
- Protect the interests of the school, staff, and students.

Where appropriate, informal resolution will be sought before formal procedures are initiated.

3. Standards of Conduct

All staff are expected to:

- Adhere to Teacher Standards, TA Standards, and Professional Standards for School Leaders.
- Uphold the school's values (IKHLAS: Inspiration, Knowledge, Healthy Living, Leadership, Aspiration, Spirituality).
- Fulfil professional responsibilities including lesson planning, safeguarding duties, and behaviour management.
- Maintain professional relationships with students, colleagues, and stakeholders.
- Comply with school policies, safeguarding regulations, and relevant statutory guidance (e.g., KCSIE and the Early Career Framework for ECTs).

4. Informal Stage – Addressing Concerns

Where conduct falls below expected standards, the following informal actions may be taken:

- Verbal Discussion: The line manager or SLT member provides feedback and guidance.
- Support Plan: A short-term action plan is created to address concerns.
- Mentoring or Coaching: Staff are offered support through peer mentoring or CPD.

We promote **IKHLAS**:

Inspiration – **Knowledge** – **Healthy Living** – **Leadership** – **Aspiration** – **Spirituality**

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If concerns persist, formal disciplinary action may be taken.

5. Formal Disciplinary Procedure

5.1 Investigation

An investigation will be conducted by a Designated SLT Member to establish the facts. This may involve:

- Gathering evidence, including witness statements.
- Providing the employee with an opportunity to respond.

A decision will be made on whether to proceed to a disciplinary hearing.

5.2 Disciplinary Hearing

If a disciplinary hearing is required:

- The employee will receive written notice at least five working days in advance.
- The employee may be accompanied by a trade union representative or colleague.
- The evidence will be reviewed, and the employee will have an opportunity to respond.

5.3 Disciplinary Outcomes

Possible outcomes include:

1. No Further Action – If no misconduct is found.
2. Verbal Warning – For minor misconduct, recorded for six months.
3. Written Warning – For serious or repeated misconduct, recorded for 12 months.
4. Final Written Warning – For persistent or severe misconduct, recorded for 24 months.
5. Dismissal – In cases of gross misconduct.

5.4 Examples of Misconduct and Gross Misconduct

Misconduct (may lead to warnings):

- Persistent lateness or unauthorised absence.
- Failure to follow school policies and procedures.
- Poor classroom management or failure to fulfil teaching responsibilities.
- Unprofessional behaviour towards colleagues, students, or parents.

Gross Misconduct (may lead to dismissal):

- Safeguarding breaches or failure to report concerns.

We promote **IKHLAS**:

Inspiration – **K**nowledge – **H**ealthy Living – **L**eadership – **A**spiration – **S**pirituality

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- Physical violence, bullying, or harassment.
- Serious breaches of confidentiality.
- Fraud, theft, or dishonesty.
- Bringing the school into disrepute.

6. Appeals Process

Employees have the right to appeal against formal disciplinary action. Appeals must be made in writing within 10 working days of the decision, stating the grounds for appeal. An Appeals Panel will review the case and make a final decision.

7. Record Keeping & Confidentiality

- Records of disciplinary proceedings will be kept securely and confidentially.
- Only relevant parties will have access to information.
- Records will be kept in accordance with GDPR and school data retention policies.

8. Policy Review

This policy will be reviewed **annually in September** or as required by changes in employment law or statutory guidance.