
Child in Time Grievance and Disciplinary Procedure

Dealing with grievances informally

If you have a grievance or complaint about your work or someone you work with you should start by speaking with either your school link or the Child in Time Director, Chloe Billington, wherever possible. You may be able to agree a solution informally between you.

Formal grievance

If the matter is serious or you wish to raise it formally you should put the grievance in writing to The Director. You should keep to the facts and avoid language that is insulting or abusive.

If your grievance is against the Director and you feel unable to approach them, you should raise it with Karen Raingold (HR & Comms Director).

Grievance hearing

The Director or an alternative will call you to a meeting, usually within 5 working days, to discuss your grievance. You have the right to be accompanied by a colleague or trade union representative.

After the meeting the Director will give you a decision in writing, usually within 24 hours.

If the Director needs more information before making a decision, they will inform you of this and the timescale.

Appeal

If you are unhappy with the decision on your grievance you can raise an appeal. You should tell the Director.

You will be invited to an appeal meeting, normally within 5 working days, with (another person?) You have the right to be accompanied by a colleague or trade union representative.

After the meeting the Director will give you a decision, usually within 24 hours. This decision is final.

Disciplinary Procedure

Informal discussions

Before taking formal disciplinary action, Child in Time will make every effort to resolve the matter through informal discussions with you via the Director, Chloe Billington. Only where this fails to bring about the desired improvement will the formal disciplinary procedure be implemented.

First warning

If your conduct or performance is unsatisfactory, you will be given a written warning. This warning will be recorded, but disregarded after (insert number of months - usually six or 12 months) months of satisfactory work. You will be informed that a final written warning may be considered if there is no sustained satisfactory improvement or change. (Where the first offence is serious, for example, because it is having a serious harmful effect, we may move directly to a final written warning.)

Final written warning

If the offence is serious, there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given. This will include the reason for the warning and a note that if no improvement results within (insert number of months - usually six or 12 months) months, you will be dismissed.

Statutory discipline and dismissal procedure

If you face dismissal, the minimum statutory procedure will be followed. This involves:

- step one: a written note to you setting out the allegation and the basis for it
- step two: a meeting to consider and discuss the allegation
- step three: a right of appeal including an appeal meeting.

You will be reminded of your right to be accompanied by an advocate.

Gross misconduct

If, after investigation, it is confirmed that you have committed an offence of the following nature, the normal consequence will be dismissal without notice or payment in lieu of notice:

theft, damage to property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs, physical violence and serious safeguarding breach.

(Note: the list is not exhaustive)

While the alleged gross misconduct is being investigated, you may be suspended, during which time you will not be paid. Any decision to dismiss you will be taken by the Director only after full investigation.

Appeals

If you wish to appeal against any disciplinary decision you must appeal in writing within five working days of the decision being communicated to you. Someone who was not involved in the original disciplinary action will hear the appeal and decide the case as impartially as possible.

Before taking disciplinary action using the procedure, it will be ensured that:

- the matter cannot be resolved through informal counselling
- the matter has been fully investigated
- you are told that you will be interviewed and have the right to be accompanied by a fellow employee, friend or a trade union official of your choice.

At the disciplinary interview, it will be ensured that:

- you know the details of the allegation
- you have the opportunity to put across your side of the matter
- any disciplinary measure is appropriate to the circumstances.

If a warning is given, it will tell you:

- the level of improvement required
- the date by which it is to be achieved
- what will happen if it is not
- how to appeal.