

**MODEL DISCIPLINARY PROCEDURE  
STAFF EXPERIENCING DIFFICULTY**

**1. INTRODUCTION**

- 1.1 For a variety of reasons, individual members of staff may experience difficulties in carrying out their duties. The LEA and Governing Bodies will arrange to provide all reasonable support and guidance to help such staff to overcome these difficulties.
- 1.2 The purpose of this Annex is to set out the type and nature of such support and guidance, how it is delivered and the time-scale within which it is offered.
- 1.3 Support and advice will require involvement of the school, with the Headteacher maintaining a central role, and officers of the LEA as appropriate.
- 1.4 Where the Governing Body has concern about the competence of the Headteacher, these supporting and advisory procedures will be arranged by the CDCS (or his representative) in consultation with the Chair of the Governing Body.

**2. INFORMAL ACTION**

- 2.1 Where it becomes clear that a member of staff is experiencing difficulty in performing their duties, it is expected that the Headteacher will take steps in an attempt to resolve the problem within the school.
- 2.2 The employee will be appraised of the nature of the concern(s), the anticipated time-scale for improvement and the support/guidance he/she will receive.
- 2.3 If the Headteacher becomes satisfied that the necessary improvements in the performance of duties have taken place, the process will be concluded.
- 2.4 If sufficient improvement in performance has not taken place over the appropriate time-scale, the Headteacher will inform the Chair of the Governing Body and the CDCS (Personnel Services Group).
- 2.5 The CDCS will then make arrangements for the **FORMAL ACTION** to be undertaken.

### **3. FORMAL ACTION**

#### **3. The Initial Meeting**

- 3.1.1 The CDCS's representative will arrange with the Headteacher a meeting with the member of staff to advise him/her that the intention is to initiate formal monitoring and support.
- 3.1.2 This initial meeting will be attended by the member of staff concerned, who has the right to be accompanied by a friend or other representative, the Headteacher and an officer representing the CDCS.
- 3.1.3 The purposes and the aims of the meeting will be established.
- 3.1.4 It will be made clear that the meeting is not a disciplinary hearing.
- 3.1.5 The emphasis will be on the supportive and guidance aspects of the exercise and the expectation that there will be a positive outcome.
- 3.1.6 The Headteacher will explain his/her concerns and all present will be allowed to make their contributions.
- 3.1.7 Areas and levels of improvement will be identified and a time-scale established for a review of progress.
- 3.1.8 The guidance and support which will be provided from within the school and by officers of the LEA will also be established.
- 3.1.9 The CDCS representative will prepare notes of the agreed course of action for circulation to all those present at the meeting.

#### **3.2 The Review Meeting(s)**

- 3.2.1 The CDCS will arrange review meetings as agreed in 3.1.7 above. Where possible the same people should attend these meetings, although other individuals may be invited where appropriate.
- 3.2.2 All parties will be allowed to comment on the extent to which any improvement has been made.
- 3.2.3 An assessment will be made by the Headteacher and the CDCS representative as to whether sufficient improvement has been made.
- 3.2.4 If sufficient progress has been made then a decision will be made as to whether:-

- 3.2.4.1 the formal monitoring will stop or
- 3.2.4.2 the formal monitoring will continue with the same level of performance expected or with new and higher levels of improvement required.
- 3.2.5 If insufficient progress has been made and the Headteacher and the CDCS representative decide that further review periods would not be appropriate, the member of staff will be notified of the next course of action which may involve the implementation of the Disciplinary Procedure.
- 3.2.6 The CDCS representative will prepare notes of the agreed course of action or decisions and circulate such information to all those present at the meeting.

