

# Disciplinary & Grievance Procedures Policy



## Policy Statement

Mereworth pre-school believes that staff, the committee and parents are entitled to a fair and transparent set of procedures to help with disciplinary or grievance situations that arise in the work place. We anticipate that many situations will be dealt with informally, but formal action is required and justified, the issues should be dealt with promptly and following the basic terms of fairness.

All Disciplinary and Grievance matters should be referred immediately to the Pre-School Committee. We will bring any matters of disciplinary or grievance to a satisfactory, timely and fair outcome to all concerned. To achieve this we have fully adopted the ACAS code of practice on Discipline and Grievance procedures. To view this please click on the link below. We will if required consult with the Pre School Learning Alliance and Law Call for guidance on specific cases.

**ACAS code of practice on Discipline and Grievance procedures**  
<http://www.acas.org.uk/media/pdf/f/m/Acas-Code-of-Practice-1-on-disciplinary-and-grievance-procedures.pdf>

**LAWCALL** - 020 7697 2595

Date of Policy:	
Date to be reviewed:	
Signed by the Manager:	
Signed by the Committee:	
Name of signatory:	
Role of signatory:	