



Disciplinary Procedure

This procedure does not form part of an employee's contract of employment with the OCOSC.

1.1 Purpose

All employees are required to carry out their duties faithfully, to the best of their ability and in the best interests of the Oldbury Court Out of School Clubs ("the OCOSC").

It is hoped that problems with performance or conduct can be resolved by informal discussion. In the event that this is not possible, or if misconduct or poor performance is sufficiently serious, the disciplinary procedure may be invoked by the OCOSC.

The purpose of this disciplinary procedure is:

- to clarify the rights and responsibilities of the OCOSC and its employees;
- to ensure fair treatment and a common approach to all employees;
- to establish order in a disciplinary situation.

1.2 Probationary employees

The OCOSC requires certain employees to serve a probationary period of employment. Where during the service of a probationary period it becomes apparent to the OCOSC that the employee concerned will not fulfil the OCOSC's requirements, notice of termination may be given in accordance with the terms and conditions of the employee's employment.

The following procedures apply to all employees following the satisfactory completion of their probationary period – probationary period includes, of course, any extension to an original probationary period.

1.3 Principles

The principles of the procedure are as follows:-

- no disciplinary action will be taken until a case has been fully investigated;
- at every stage of the procedure, the employee will be advised of the nature of the complaint and will be given the opportunity to state his or her case before any disciplinary decision is taken;
- the employee will have the right of appeal against any disciplinary decision made;
- the OCOSC reserves the right to go to any stage of the disciplinary procedure at any time during a disciplinary matter.

1.4 Procedure

(A) Notification

The employee will be sent a letter setting out the nature of the complaint. The letter will invite the employee to attend a disciplinary hearing. Before the meeting

takes place, the employee will be informed of the results of the investigation into the issue in sufficient time to give him or her a reasonable opportunity to consider the information.

(B) Right to be Accompanied

The employee has a right, if he or she wishes, to make a reasonable request that a fellow worker or trade union official accompany him or her to any disciplinary hearing. The employee's chosen companion may address the hearing and confer with the employee during the hearing but is not there to answer questions on the employee's behalf. It is the responsibility of the employee concerned to ensure that his or her chosen companion is willing so to act. If the employee's chosen companion works at the OCOSC, he or she will be permitted to take a reasonable amount of time off to accompany the employee at a disciplinary hearing.

The OCOSC will reschedule a disciplinary hearing if the employee's chosen companion would not be available at the time proposed for the hearing by the OCOSC and the employee proposes an alternative time which is reasonable at which he or she would be available, and which falls before the end of the period of 5 working days beginning with the first working day after the day proposed by the OCOSC.

An informal disciplinary interview where no action will be taken as a result and a meeting held as part of an investigation are not disciplinary hearings for the purpose of the right to be accompanied.

The right to be accompanied by a trade union official is a statutory right. Accompaniment by a trade union official does not however constitute any form of recognition (as a matter of fact or otherwise) by the OCOSC or the union.

(C) Investigation

Where an investigation is necessary, the employee will be given the opportunity (normally at a meeting with the investigator(s)) to put forward his or her version of events. In serious cases the employee may be suspended in such manner as the Firm considers necessary while the case is investigated: this carries no inference of guilt and is not disciplinary action.

The OCOSC will expect to receive full co-operation in any investigation including written statement (on request) from any person with relevant knowledge of the matters under investigation.

The Investigator(s) will have absolute discretion as to who should be involved in any investigation and how it should be carried out.

(D) Authority to operate the OCOSC's disciplinary procedure and to take disciplinary action

The following persons have authority to initiate the OCOSC's disciplinary procedure in relation to the stated categories of members of the OCOSC as appropriate:

Categories	Persons of Authority:
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Playworkers	Co-ordinator or OCOSC Director
Deputy Co-ordinator	Co-ordinator or OCOSC Director
Co-ordinator	Any OCOSC Director

The following persons have authority to conduct investigations under the OCOSC's disciplinary procedure in relation to the stated categories of members of the OCOSC as appropriate:

Categories	Persons of Authority:
Playworkers	Co-ordinator or OCOSC Director
Deputy Co-ordinator	Co-ordinator or OCOSC Director
Co-ordinator	Any OCOSC Director

The following persons have authority to hear disciplinary proceedings and take disciplinary action under the OCOSC's disciplinary procedure in relation to the stated categories of members of the OCOSC as appropriate:

Categories	Persons of Authority:
Playworkers	Co-ordinator or OCOSC Director
Deputy Co-ordinator	Co-ordinator or OCOSC Director
Co-ordinator	Any OCOSC Director

Reviewed by: Ebi Cole

Date: August 2025

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