

# **Sacriston Youth Project**

## **Disciplinary and Grievance procedures**

These procedures apply to both employees and volunteers of Sacriston Youth Project. These procedures have been put in place to protect the interests of volunteers, employees and the club and to ensure that everyone is treated fairly

### **Grievance Procedure:**

If a volunteer or employee has a grievance they have been unable to resolve they should in the first instance raise the matter orally with the club leader. The club leader should respond orally within 2 weeks of the matter being raised.

If the volunteer or employee is unhappy with the response from the leader they should raise the grievance again with the leader in writing. This should be done within 2 weeks of the leader's initial response. The leader should respond both orally and in writing within 2 weeks of receiving the written grievance.

If the volunteer or employee is still unhappy with the written response they may appeal to the trustees who will normally appoint a three person panel to hear the appeal. The appeal should be made in person and the volunteer or employee may nominate a colleague to accompany and support them. The appeal should be arranged within 2 weeks and no more than one week should pass before the appeal panel advises of its decision which will be final. This doesn't affect any statutory rights that an employee may have to take the matter further.

Where the person raising the grievance is the club leader items 2 and 3 above are amended in that the leader will raise the matter with the Chair of the trustees. If the matter then goes to appeal the panel shall comprise three trustees but not including the Chairman.

### **Disciplinary Procedure**

Where a matter requiring possible disciplinary action arises the club leader should arrange a meeting with the volunteer or employee to discuss and hopefully resolve the matter.

If the volunteer or employee is unhappy with the outcome of stage 1 above they should inform the club leader in writing and stating their reasons. This should be done within 2 weeks of the initial meeting. The club leader should arrange a further meeting within 2 weeks at which both the club leader and the volunteer or employee may be accompanied by a colleague. The outcome of this meeting should be recorded in writing and provided within 2 weeks of the meeting.

If the volunteer or employee remains unhappy with the outcome of stage 2 above they may appeal to the trustees who will normally appoint a three person panel to hear the appeal. The volunteer or employee may be accompanied by a colleague to support their appeal. The appeal should be heard within two weeks and the outcome advised within a week of the appeal hearing. The outcome of this appeal meeting will be final. This doesn't affect any statutory rights that an employee may have to take the matter further.

Where the person being disciplined is the club leader the disciplinary process outlined in items 1 and 2 above will be carried out by the Chair of the trustees. If the matter then goes to appeal the panel shall comprise three trustees but not including the Chairman.

Disciplinary action may take various forms from oral warning, written warning, final warning, a period of suspension and/or departure from the club as a volunteer or employee. For minor and less serious matters first instances should be covered by an oral warning, and then followed by a written warning if there is a repeat and a final warning if there are yet further repeats. After a final warning the next step would usually be dismissal for an employee or a volunteer ceasing to work at the club.

Where a serious breach of discipline has occurred it may be necessary to proceed immediately to a suspension (for example, while further investigation takes place) or in extreme cases instant dismissal. In any event the employee or volunteer will have a right of appeal.

Review date July 2018

Appendix A – Examples of offences which might lead to instant dismissal or suspension pending further investigation and/or appeal

Child abuse against club member or visitor to the club

Fraud or misappropriation of club funds or property

Inappropriate communication with young people (i.e. contrary to the clubs child protection policy)

Persistent absence from work without prior notice

Violent or abusive behaviour towards staff, volunteers or others associated with the club

Failure of CRB check