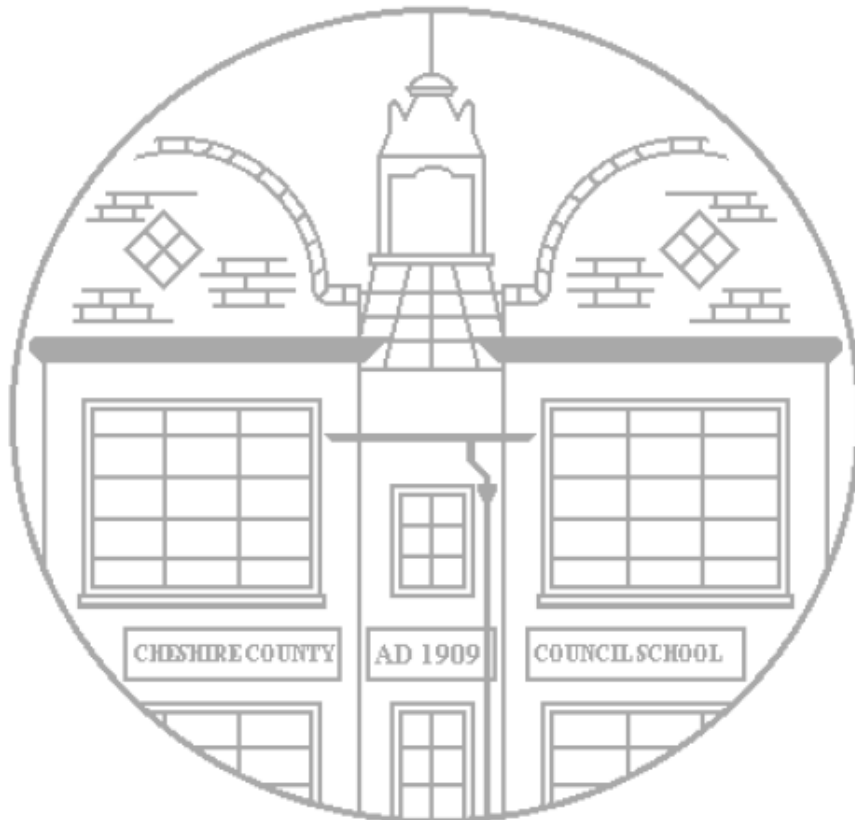


Cambridge Road Community Primary & Nursery School



Staff Behaviour and Grievance Policy

Approved by: Heather Berry
Date: September 2026
Review date: September 2027

Introduction

At Cambridge Road Community Primary and Nursery School, we believe that the professionalism and conduct of our staff play a significant role in creating a positive, respectful, and supportive learning environment for our students. This policy outlines our expectations for staff behaviour and provides a clear, fair, and confidential process for addressing grievances.

Purpose

The purpose of this policy is to:

- ensure high standards of behaviour among staff
- foster a positive, respectful, and inclusive school culture
- provide a transparent and supportive process for staff to raise concerns or grievances.

Scope

This policy applies to all staff members, including teachers, support staff, administrative staff, and volunteers, at Cambridge Road Community Primary and Nursery School.

Staff Behaviour Expectations

All staff are expected to:

- uphold Professional Standards: Exhibit integrity, honesty, and professionalism in all interactions with students, parents, colleagues, and community members
- promote a Positive School Culture: Act in ways that encourage inclusivity, respect diversity, and support a safe, welcoming school environment
- respect Confidentiality: Protect student and staff confidentiality in compliance with school policies and applicable laws
- model Appropriate Behaviour: Act as role models for students by demonstrating kindness, empathy, and good communication
- collaborate and Communicate: Work cooperatively with colleagues, maintain clear lines of communication, and address issues constructively
- adhere to School Policies and Procedures: Follow all school and district policies, including those related to safeguarding, health and safety, and child protection.

After investigating a case of alleged misconduct the Head may choose to dismiss the case or to issue:

1. Verbal warning:

- After an investigation into a case of minor misconduct has been completed an informal warning might be given.
- At this meeting the employee will be given help, advice and guidance by the Head.
- The warning will remain in force for a specified period of six months.
- The next stage of the Procedure will be implemented if there is a repetition of the offence during the specified period.

2. Written warning:

- a written warning will be issued if the member of staff has failed to improve to an expected standard

- the written warning will be attached to the personal file for no more than nine months
- The next stage of the Procedure will be implemented if there is repetition of misconduct or further matters of misconduct occurring during the specified period of nine months.

3. Final written warning:

- a final written warning will be issued if the member of staff has failed to improve to an expected standard
- the final written warning will be attached to the personal file for no more than twelve months.

The next stage of the Procedure, which may include dismissal, will be implemented if there is repetition of the offence during the period which will be subject to full consideration of the circumstances

4. Further Action:

Once a Final Warning has been given the Head will refer the matter to the Disciplinary Committee for their attention.

At all formal stages of the Procedure the disciplinary panel will liaise with the Director of Education and will keep the Chairperson of the Governing Body informed.

Other than for gross misconduct an employee shall not be expected to be dismissed for a first breach of discipline.

However, if a final warning has failed to bring about the required improvement then further action may include dismissal.

The employee will be informed in writing of the reasons for the dismissal, the date on which employment will terminate and the appropriate period of notice or pay in lieu of notice.

Disciplinary action short of dismissal may include:

- suspension without pay
- demotion
- loss of increment

At any stage an employee who is aggrieved by disciplinary action may appeal in writing to the Disciplinary Appeals Sub Committee giving full details of the reason of the appeal.

At the appeal hearing at each stage the Disciplinary Appeals Sub Committee will consider whether the penalty imposed is appropriate.

The Disciplinary Appeals Sub Committee may decide to:

- uphold the decision by the disciplinary committee
- take action of a lesser nature than the first

There will be no right of appeal from the decision of the Disciplinary Appeals Sub Committee.

Grievance Procedure

The grievance procedure is available to any staff member who has a concern or issue related to their work environment, a colleague, or school policies. It aims to resolve issues quickly, fairly, and respectfully.

Informal Resolution

- **Direct Communication:** If comfortable, the staff member should speak directly with the person involved to resolve the issue informally.
- **Seek Support:** If direct communication is not possible, the staff member may seek assistance from their line leader, a trusted colleague, or a school administrator for guidance.

Formal Grievance Process

If the issue is not resolved informally, the staff member can file a formal grievance as follows:

- **Written Statement:** The staff member submits a written statement detailing the grievance to the Headteacher or Chair of Governors.
- **Initial Review:** The Headteacher or Chair of Governors reviews the grievance, may request additional information, and determines if the grievance is within the policy scope.
- **Investigation:** If applicable, an impartial investigation will be conducted to gather facts and understand all perspectives. Confidentiality will be maintained as much as possible.
- **Resolution and Decision:** After reviewing findings, the Headteacher or Chair of Governors will provide a written decision and outline any steps for resolution, if needed.
- **Appeal:** If the staff member is unsatisfied with the outcome, they may appeal to the Disciplinary Appeals Sub Committee. The decision following the appeal is considered final.

Confidentiality

All grievance matters will be handled with discretion and confidentiality, in compliance with applicable laws and school policies. Only individuals directly involved in the grievance process will have access to relevant information.

Support and Resources

Cambridge Road Community Primary and Nursery School is committed to supporting staff through grievance procedures and encourages them to access available resources, such as counselling or mediation, when needed. Staff are encouraged to seek guidance or support from the school's Human Resources department or designated support personnel at any stage.

Monitoring and Review

This policy will be reviewed annually or as required to ensure it remains effective and relevant to the needs of Cambridge Road Community Primary and Nursery School.