



Argyle
Primary
School

London Borough of Camden

School Disciplinary Policy

2025/26



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The Governing Body of Argyle Primary School adopted this policy on 04/12/25.

1. Policy Statement

- 1.1 The school aims to encourage all its employees to achieve and maintain the expected standards of conduct and behaviour. This policy aims to ensure that shortfalls in expected standards are addressed in a fair and consistent manner.
- 1.2 This Disciplinary Policy will operate in conjunction with the school's Code of Conduct, the IT Code of Conduct, the Dignity at Work Policy and other rules and expected standards of conduct which are advised and communicated to employees.
- 1.3 It provides an overview of the school's approach. It should be read in conjunction with the accompanying Disciplinary Procedure (which includes examples of misconduct and gross misconduct as set out in Appendix 1 of the procedure).
- 1.4 This policy and associated documentation supersedes any previous Disciplinary Policy that may have been in place at the school.

2. Policy Scope

- 2.1 This Disciplinary Policy and its accompanying procedure apply to all permanent and fixed-term employees of the school who have successfully completed their probationary period. It also applies to teachers at the school, although teachers may have other guidelines to refer to as part of this policy and associated procedure. The Probationary Guidelines should be used for employees who have yet to complete their probationary period, where appropriate.
- 2.2 Where it is established that an employee is not capable of performing to the required standards or there is an issue over professional competence, this will be managed through the relevant Capability Policy and Procedure.

3. Key Principles

The main principles that underpin the school's approach to managing conduct are detailed below:

- informal action will be used where appropriate to resolve issues of conduct and/or behaviour;
- employees will be informed by their manager regarding any concerns about their conduct and/or behaviour at the earliest opportunity and the formal Disciplinary Procedure may be invoked as appropriate;
- any concerns about conduct and/or behaviour will be dealt with fairly, consistently and as quickly as possible;

- managers must always make sure that action and decisions are objectively taken and are non-discriminatory;
- all cases will be considered on their merits and relevant circumstances will be investigated before formal disciplinary action is taken;
- employees will be given reasonable time to prepare for formal hearings and to state their case before any decision is made; and
- the Disciplinary Procedure may be used in conjunction with other tools such as counselling, training and development.

4.0 Responsibilities

4.1 Employee's Responsibilities

- to engage fully with investigations;
- to understand and comply with all reasonable instructions, abide by the expected standards and rules established by the school, which may include the school's Code of Conduct, the IT Code of Conduct, the Social Media Policy, the Dignity at Work Policy and Equality Policy;
- to adopt appropriate standards of behaviour towards others; and
- where problems (e.g. personal issues) arise which impact on their behaviour, employees should bring these to their manager's attention as soon as possible.

4.2 School Manager's Responsibilities

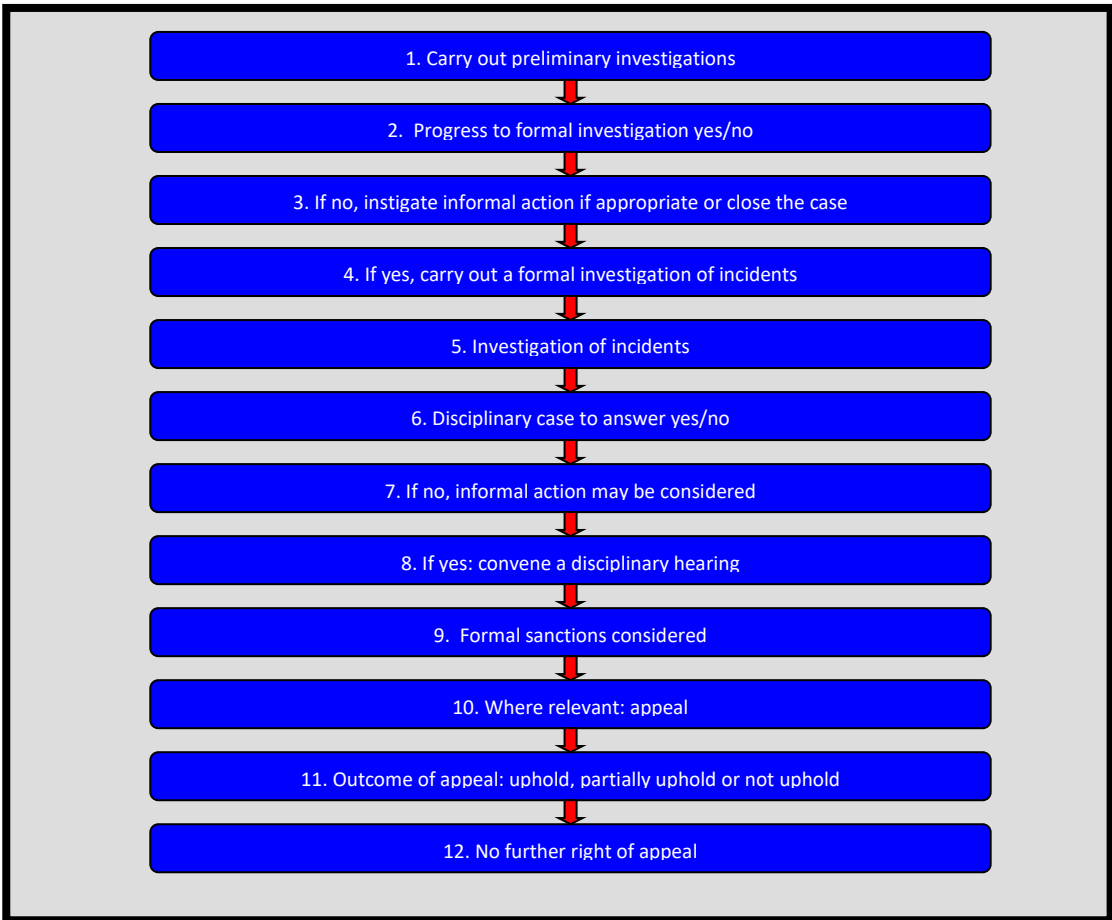
- to ensure that all employees understand and are clear about the accepted standards of conduct and behaviour they must achieve and maintain;
- to make employees aware of the action they may face if they fail to meet the school's accepted standards of conduct and behaviour;
- to understand the requirements of the Disciplinary Procedure and ensure these are considered before any decision is taken;
- to consider the diversity context of their decision-making, seeking further advice where appropriate; and
- to address any concerns about employees' conduct and/or behaviour promptly and effectively.

5. Definitions

Companion	At a formal investigation meeting, the employee may choose to be accompanied by a trade union representative, a representative from an internal self-organised group, or a work colleague. The companion will not be allowed to speak on the employee's behalf but may ask for clarification on questions asked.
Employee	A person with a contract of employment with the school.
Gross Misconduct	Any deliberate or negligent act committed which is potentially severely detrimental to the reputation or management of the school, or is harmful to its employees, pupils or parents, or which constitutes a serious breach of the contract of employment. Examples are provided in Appendix 1 of the Disciplinary Procedure.
Misconduct	Any type of behaviour or conduct at work that falls below the standard required by the employer or is in breach of any policy or rule. It is the agreed standard, policy, or rule that is relevant. Examples are provided in Appendix 1 of the Disciplinary Procedure.
Negligence	Lacking attention, care or concern, which could include one error that has serious consequences or habitually neglecting duties and responsibilities etc.
Representative	At formal disciplinary or disciplinary appeal hearings, the employee may be represented by a trade union representative, a representative from an internal self-organised employee group, or a work colleague. The role of the representative will be to: <ul style="list-style-type: none"> • address the chair of the hearing and sum up the case;

	<ul style="list-style-type: none"> • respond on behalf of the employee to any views expressed at the meeting; and • to confer with the employee during the hearing. <p>The representative does not have the right to:</p> <ul style="list-style-type: none"> • answer any questions on the employee's behalf; • address the hearing if the employee does not wish it; and • prevent the employer from explaining their case.
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6. Summary of the Formal Disciplinary Procedure



7. Supporting Documents

This policy is supported by the Disciplinary Procedure which outlines the process to be followed in practice.

8. Relevant Legislation and Guidance

- Employment Rights Act 1996
- Data Protection Act 1998 (amended 2018)
- Employment Relations Act 1999
- Employment Act 2008
- Equality Act 2010
- ACAS Guide on Discipline and Grievances at Work

9. Other Relevant Policies, Procedures and Guidelines

- Capability Procedure
- Equality Policy
- Probationary Guidelines
- Social Media Policy
- School's Code of Conduct

10. Control

Procedure owner:	Camden HR
Approving Body:	School Governing Body
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