



# Funtastic Club Policies & Procedures

Number 19

Staff Disciplinary policy

## Staff Disciplinary policy



All staff and volunteers employed to work at the Club are covered by this policy.

If staff are unable to attend the club through illness they should inform the Club Manager by 8.00pm of the day before so that cover can be arranged.

Regular staff meetings will be held which staff must attend, unless they can provide good reason not to.

Holidays must not be taken during contracted periods of work unless avoidable.

It is expected that all health appointments will be made outside of work hours if at all possible.

Disciplinary processes will take place for any inappropriate behaviour including:

- Any swearing or discriminatory language being used in the club or during any activity.
- Theft of club funds or resources.
- Threatening or aggressive behaviour to staff or children.
- Unable to carry out duties due to alcohol or drug misuse.
- Being in breach of any of the clubs policies or procedures.
- Dishonesty towards Funtastic Club or your fellow employee, parent, or child.
- Wilful damage to any property of the club, or belonging to fellow employees.
- Any act that in the opinion of the Club Manager is likely to seriously prejudice the Health and Safety of fellow employees or anyone using the club.

### **The disciplinary Process**

If you fail to perform your duties properly, misconduct yourself, or cause serious offence to others by your actions, you will be dismissed using the following procedure:

1. On the first occasion you will be given a verbal warning specifying the nature of the misconduct. You will be given support and advice on how to improve your performance and if deemed necessary a time limit in which to improve. If the misconduct is repeated during the time limit, you will be dealt with, according to the next stage in the procedure.



## 2. Staff Disciplinary policy

3. On the second occasion you will be given a written warning stating that any repetition on the misconduct and no improvement to their performance will result in dismissal.
4. On the third occasion you will be dismissed.

Instant dismissal may be appropriate in the case of any violent actions, theft or child safety.

Assessors Name	Updated on	Reviewed on	Signature
Regine Natchoo	September 17	September 18	R.Natchoo
Regine Natchoo	September 18	September 19	R.Natchoo
Regine Natchoo	September 19	September 20	R.Natchoo
Regine Natchoo	September 20	September 21	R.Natchoo
Regine Natchoo	September 21	September 22	R.Natchoo
Regine Natchoo	September 22	September 23	R.Natchoo
Regine Natchoo	September 23	September 24	R.Natchoo