

# May Blossom Farm CIC

## Alternative Provision

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# Disciplinary Policy & Procedures

<b>Approved by:</b>	May Blossom Farm CIC Board
<b>Last reviewed on:</b>	23/09/2025
<b>Next review due by:</b>	31/08/2026
<b>Head of Alternative Provision</b>	Gill Press
<b>Deputy Head of Alternative Provision</b>	Hannah Priest
<b>Designated Safeguarding Lead (DSL)</b>	Gill Press
<b>Deputy DSL (DDSL)</b>	Hannah Priest
<b>Designated Safeguarding Trustee</b>	Russel Breyer

This policy was ratified in September 2025 and will be reviewed in August 2026

## **Policy Statement**

May Blossom Farm CIC (MBF CIC) is committed to maintaining the highest standards of conduct, professionalism and safeguarding in all aspects of our work. We expect staff, volunteers and trustees to uphold these standards at all times.

The Disciplinary Policy provides a fair and consistent framework for responding to concerns about conduct, behaviour or performance that fall below expected standards. Its aim is corrective and supportive, not punitive: to help individuals improve, uphold MBF CIC's ethos, and ensure a safe and professional environment for learners and staff.

## **Purpose**

This policy seeks to:

- Provide a clear process for addressing misconduct or breaches of MBF CIC policies.
- Ensure staff and volunteers are treated fairly, consistently and transparently.
- Safeguard the rights of individuals while protecting the wellbeing of learners and staff.
- Promote accountability and continuous improvement.

## **Scope**

This policy applies to all MBF CIC employees, volunteers and trustees. It covers conduct, behaviour and performance that may compromise:

- Safeguarding and child protection.
- Health, safety and wellbeing.
- Professional integrity and relationships.
- Compliance with MBF CIC policies, procedures and the law.

## **Principles**

- All disciplinary matters will be managed fairly, consistently and in accordance with employment law.
- Safeguarding concerns will always be escalated immediately to the DSL/DDSL and managed in line with statutory guidance.
- Investigations will be thorough, impartial and confidential.

- Individuals have the right to be accompanied at disciplinary meetings by a colleague or trade union representative.
- The focus is on improvement, support and accountability wherever possible.

## **Responsibilities**

### Board of Directors

- Ensure this policy is applied consistently.
- Hear appeals arising from disciplinary processes.

### Head of Alternative Provision

- Oversee implementation of the policy.
- Ensure line managers are trained in handling disciplinary matters.

### Line Managers

- Address minor concerns informally wherever appropriate.
- Escalate serious or repeated concerns through the disciplinary process.

### Staff and Volunteers

- Maintain the highest standards of conduct and professionalism.
- Cooperate fully with disciplinary procedures if concerns arise.

## **Procedures**

### 1. Informal Resolution

- Many issues can be resolved through informal discussion and guidance.
- Line managers will raise concerns promptly and support improvement.
- Outcomes of informal resolution may include advice, coaching, or agreed changes to practice.

### 2. Formal Process

Where informal resolution is insufficient or the concern is serious, the following stages apply:

#### Investigation

- A designated manager will gather facts, interview relevant parties and review documentation.
- The individual concerned will be informed of the investigation and given the opportunity to respond.

#### Disciplinary Hearing

- If the investigation suggests disciplinary action may be necessary, a hearing will be convened.
- The individual will receive written notice of the hearing, the allegations, and supporting evidence.
- They may be accompanied by a colleague or trade union representative.

#### Outcomes

Possible outcomes include:

- No action.
- Informal or formal warning.
- Final written warning.
- Dismissal (in cases of gross misconduct).
- Other sanctions (e.g. training, reassignment of duties).

#### **Gross Misconduct**

Examples of behaviour that may constitute gross misconduct include:

- Serious safeguarding breaches or failure to report concerns.
- Violence, bullying, harassment or discrimination.
- Theft, fraud or dishonesty.
- Serious breach of health and safety procedures.
- Intoxication at work or misuse of substances.
- Behaviour likely to bring MBF CIC into disrepute.

Gross misconduct may result in summary dismissal without prior warnings.

#### **Appeals**

- Individuals have the right to appeal any disciplinary decision.
- Appeals must be submitted in writing within 10 working days of the decision.
- Appeals will be heard by a Director or Trustee not previously involved in the case.
- The outcome of the appeal will be final.

#### **Monitoring and Review**

- This policy will be reviewed annually by the Board of Directors.

- Patterns of disciplinary issues will be monitored to identify training or systemic needs.
- Learning from cases will be used to strengthen practice and policy.

### **Related Policies**

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Appraisal and Performance Management Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Equality and Diversity Policy

### **Publication**

This policy is:

- Published on the MBF CIC website.
- Available in hard copy and alternative formats on request.
- Shared with all staff, trustees and volunteers.

## Appendix – Disciplinary Process

### Disciplinary Process - MBF CIC

