In the case of gross misconduct, the police will be notified. If the police are involved in an investigation, then the suspension deadline will be extended. While the alleged incident of gross misconduct is being investigated, the individual concerned is likely to be suspended, during which time normal pay levels will prevail. Such suspension is not to be regarded as a form of disciplinary action and will be for as short a period as possible. Any decision to dismiss will be taken only after a full investigation.

If the staff member has been found to have committed an act of gross misconduct, they will be dismissed without notice.

ALLEGATIONS AGAINST STAFF

All staff are advised to minimise time spent alone with children and be aware of the potential risks in doing so (for further details refer to Safeguarding Policy).

If an allegation of abuse has been made against a member of staff, the Manager/Committee will follow the procedures of the Safeguarding Policy.

If an allegation of abuse is made against the Manager, then another designated member of staff will report the matter directly to Knightwood Kids Club Committee, Local Social Services department and Ofsted.

APPEALS

Staff wishing to appeal against a disciplinary decision, must do so in writing and within 15 working days of the decision be communicated. Appeals will be dealt with as quickly as possible. The committee , or a senior member of staff who was not involved in the original disciplinary action will hear the appeal and impartially adjudicate the case.

At all stages of the procedure, the right to appeal will be confirmed as part of the warning, suspension or dismissal letter.

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FURTHER GUIDANCE

* [www.4children.org.uk](http://www.4children.org.uk)

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