

Sheringham Woodfields School



Sheringham Woodfields School
Holt Road
Sheringham
Norfolk
NR26 8ND

ANNETTE MACONCHIE
Head Teacher

Telephone: 01263 820 520

Fax: 01263 820 521

Email: office@sheringhamwoodfields.norfolk.sch.uk

STEVE THURLOW
Chair of Governors

Website: www.sheringhamwoodfields.norfolk.sch.uk

Registered Charity: Friends of Sheringham Woodfields School - 1127142

PROCEDURE AT STAFF DISCIPLINARY, DISMISSAL AND APPEAL COMMITTEE HEARINGS

Approved by SMT: 30 th April 2024	Approved by Staff: 7 th May 2024	Approved by Governors: 13 th May 2024
Next Review date: Summer 2026	Person(s) responsible for review: Head Teacher	

1. The meeting delegates should elect a Chair who should then introduce those present and explain the purpose of the hearing. The Chair must state clearly the issue(s) for consideration at the hearing.
2. The Head Teacher, or their adviser (usually Norfolk Education HR), should outline the case against the employee, calling on any witnesses and documentation available.
3. For each witness called by the Headteacher, the employee (or their companion) should be given the opportunity to ask questions and the members of the Committee and their adviser should be given the opportunity to ask questions. The Headteacher, or their adviser, then has the opportunity to re-examine the witness.
4. On the conclusion of the Headteachers presentation, the employee, or their companion, should be given the opportunity to ask questions.
5. The members of the Committee and their adviser should be given the opportunity to ask questions of the Headteacher.
6. The employee, or their companion, should then outline his/her case, calling on witnesses and documentation if these are available.
7. For each witness called by the employee, the Headteacher (or their adviser) should be given the opportunity to ask questions and the members of the Committee and their adviser should be given the opportunity to ask questions. The employee or their companion, then has the opportunity to re-examine the witness.
8. On the conclusion of the employee's presentation, the Headteacher, or their adviser, should be given the opportunity to ask questions.

9. The members of the Committee and their adviser should be given the opportunity to ask questions.
10. The employee, or their companion, should be given the opportunity to call on their witnesses again.
11. The Headteacher, or their adviser, should make a closing statement.
12. The employee, or their companion, should make a closing statement.
13. The Chair should call an adjournment to enable the members of the Committee to discuss the case with their adviser and reach a decision.
14. Should the members of the Committee require further information or clarification, both parties to the hearing should be recalled.
15. The Chair should reconvene the hearing with both parties present to inform the employee and their companion of the decision of the Committee and the right of appeal, if applicable.
16. The Chair may vary the order of procedure in exceptional circumstances and at any stage in the proceedings, a request by either side for an adjournment may be granted at the discretion of the Committee.
17. If the Committee determines that the employee should be dismissed with notice or summarily dismissed, (i.e. without notice), the Chair should confirm this in writing within five working days to the employee and explain the right of appeal. (Note - for Appeal hearings there will be no further right of appeal beyond the hearing).
18. The Governors on the Committee will maintain confidentiality and there will be no discussion about the case with others, including other members of the Governing Body.
19. The school processes personal data collected during the disciplinary hearing process in accordance with its data protection policy. In particular, data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the disciplinary procedure. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the school's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under this disciplinary procedure.