



UNIVERSITY OF
CAMBRIDGE
PRIMARY SCHOOL

Disciplinary Rules of all Employees

Approved by
HR Committee

Last reviewed on
June 2020

Next review due
June 2022



All personal information is handled and stored in line with GDPR Regulations. More information on how we handle and store staff data can be found within the GDPR Policy - How we use workforce information.

1. Gross Misconduct

Gross misconduct is the committing of an act which renders it inadvisable for the employee to be allowed to remain at work. Any employee suspected of committing an act of gross misconduct, as indicated in the list below, will be suspended with full pay pending investigation. If after proper investigation it is decided that the employee has committed an act of gross misconduct or if the act is admitted by the employee, s/he will be dismissed without further warning, unless there are mitigating circumstances. The disciplinary procedure must be followed in all cases. The list of examples below is not intended to be exclusive or exhaustive and offences of a similar gravity will receive the same treatment.

- 1.1 Dishonesty associated with place of work or job being undertaken.
 - (a) Theft of property belonging to the School, contractor, an employee or pupil, or member of the public.
 - (b) Deliberate falsification of timesheets or expenses claims for pecuniary advantage.
 - (c) Demanding or accepting monies or other considerations as a bribe for the use of School property, provision of School service or the showing of favour on behalf of the School.
 - (d) Falsification of any information given on an application form for a post to gain advantage whether pecuniary or otherwise.
 - (e) Failure to disclose criminal convictions cautions bind overs or warnings.
 - (f) Falsification of registration of pupils or students for pecuniary gain.
- 1.2 Deliberate refusal to carry out a reasonable, lawful and safe instruction or the normal agreed defined duties of the post.
- 1.3 Gross negligence in failing to attend to or carry out the agreed duties of the post.
- 1.4 Wilfully ignoring responsibilities/instructions thus placing other employees/pupils or students in danger, e.g. ignoring handling instructions/safety regulations in respect of chemicals, machinery, equipment, food.
- 1.5 Being unfit to perform duties associated with the post as a result of taking drugs, other than in accordance with medical advice, or taking alcohol.
- 1.6 Wilful unauthorised disclosure of information (classified as confidential), by employees who, in the course of their duties, have access to such information which, by its release, could be harmful to pupils/students, other employees, governors or the reputation of the school.
- 1.7 Acts of violence or vandalism in the course of employment.
 - (a) Malicious damage to school/contractor/other employees/pupils'/students' property.
 - (b) Physical violence towards pupils/students, staff/governors/parents/volunteers/ members of the public.
- 1.8 Sexual misconduct at work.
 - (a) Sexual misconduct whether criminal or not.
 - (b) Sexual behaviour towards or relations with students.

- 1.9 Off-duty misconduct.
 - (a) An act of criminal sexual misconduct by an employee.
 - (b) Drug or alcohol offences committed by employees whose job brings them into contact with young people.
 - (c) Sexual behaviour towards or relations with students, or young persons.
- 1.10 Misuse of the internet or email or phone facilities of the school.
 - (a) Using the internet or other social media to access unseemly or sexually explicit material.
 - (b) Using email or other social media for communicating unseemly or sexually explicit material
 - (c) Using phones, cameras or other electronic equipment for communicating unseemly or sexually explicit material

2. Misconduct

Misconduct is of a degree less serious than that which would warrant immediate suspension from duty for a first offence but which could nevertheless lead to dismissal if persistent. The disciplinary procedure must be followed when dealing with misconduct. Some more serious acts of misconduct might justify omitting the first stage of disciplinary procedures by issuing a first and final written warning in the first instance, if there is no satisfactory explanation. Only when it can be shown that the warnings have not been heeded will misconduct lead to action being taken which will lead to an employee's dismissal. The list of examples below is not intended to be exclusive or exhaustive and offences of a similar gravity will receive the same treatment.

- 2.1 Absenteeism and lateness, for example:
 - (a) failure to remain at the place of work during normal working hours without permission or sufficient cause for absence;
 - (b) frequent failure to attend work punctually;
 - (c) failure to comply with the sickness absence reporting procedure;
- 2.2 Dishonesty - petty wrongs, for example:
 - (a) Not treating school equipment with due care and failing to report any loss and/or damage to any property issued to or by the employee in connection with his/her employment.
 - (b) Using school resources for personal use
- 2.3 Neglect of duty, for example:
 - (a) failure to adopt safe working practices/use protective equipment where required by law or management;
 - (b) negligent use of school property in such a way as is likely to cause serious damage or loss;
 - (c) failure to discharge without sufficient cause the obligations which statute or the contract of employment places on the employee

- (d) insubordination;
 - (e) failure to exercise proper control or supervision of pupils or students.
 - (f) using mobile phones or similar devices while responsible for the care of children or in areas of the school occupied by children, when the use of mobile technology is not strictly necessary. Except for Headteacher, when using School issued mobile phone. Please refer to IT Acceptable Use Policy for full guidance.
- 2.4 Abusive behaviour/offensive language which arises directly out of or in connection with work and which is directed at pupils, colleagues, governors, contractors, volunteers or members of the public.
- 2.5 Bullying, harassment or victimisation of pupils/students, other employees, volunteers, governors or contractors in the course of duty.
- 2.6 Unlawful discrimination against pupils/students, other employees, volunteers, governors or contractors in the course of duty.
- 2.7 Discrimination, whether unlawful or not, in the course of duty against pupils/students, other employees, volunteers, governors or contractors on the grounds of age, sex, marital or civil partnership status, race, disability or sexual orientation, gender reassignment, pregnancy or maternity, religion, faith or belief.
- 2.8 Undertaking additional employment or voluntary activities outside normal working hours which would be detrimental to the work to be performed as a full time employee of the school.