

Purley Sports Club - Disciplinary Procedure for Non-Compliance with

Policies and Procedures

At Purley Sports Club, we are committed to upholding the highest standards of professionalism, safety, and safeguarding. Compliance with the club's policies and procedures, including those for mobile phone use, toileting supervision, first aid, and other safeguarding measures, is mandatory. This disciplinary procedure outlines the steps to be taken if a staff member fails to adhere to these policies and procedures.

1. Objectives of the Disciplinary Procedure

- To ensure fair, consistent, and transparent handling of breaches of club policies and procedures.
- To reinforce the importance of safeguarding, professionalism, and best practices.
- To provide staff with an opportunity to address concerns and improve performance where appropriate.

2. Scope

This procedure applies to all staff members, including coaches, volunteers, and any other personnel acting on behalf of Purley Sports Club.

3. Categories of Misconduct

3.1 Minor Misconduct

Minor misconduct refers to actions that, while inappropriate, do not pose an immediate or serious risk to safety, safeguarding, or the club's reputation. Examples include:

- Failing to follow the mobile phone policy during sessions.
- Not documenting injuries or incidents in the accident report log.
- Minor lapses in maintaining supervision during group sessions.

3.2 Major Misconduct

Major misconduct refers to actions that pose a significant risk to safety, safeguarding, or the reputation of the club. Examples include:

- Breaching safeguarding policies (e.g., inappropriate communication or assistance with children).
- Ignoring first aid protocols during an emergency.
- Entering shared toilet facilities without adherence to safeguarding measures.
- Failing to report or address serious incidents or safeguarding concerns.
- Repeated minor misconduct despite prior warnings.

3.3 Gross Misconduct

Gross misconduct refers to actions that are extremely serious and may warrant immediate dismissal. Examples include:

- Deliberate breaches of safeguarding policies resulting in harm or risk to a child.
- Engaging in inappropriate relationships or communications with juniors.
- Negligence leading to significant harm or injury.
- Any form of abuse, harassment, or criminal activity.

4. Disciplinary Procedure

4.1 Informal Resolution

For minor misconduct, the issue may be addressed informally through a verbal discussion with the staff member. The discussion will include:

- Identification of the issue.
- Reference to the relevant policy or procedure.
- Clear guidance on expected improvements and support available.

A record of the discussion will be kept for reference.

4.2 Formal Disciplinary Steps

Step 1: Investigation

- A thorough investigation will be conducted by the Club Welfare Officer, Head of Coaching, or a designated senior staff member.
- The investigation will include reviewing incident reports, speaking with witnesses, and allowing the staff member to provide their account.

Step 2: Disciplinary Meeting

- The staff member will be invited to a formal disciplinary meeting. They may be accompanied by a colleague or representative.
- During the meeting, the findings of the investigation will be presented, and the staff member will have the opportunity to respond.

Step 3: Decision and Outcome

Based on the findings, one or more of the following actions may be taken:

****For Minor Misconduct:****

- Verbal warning (recorded in writing).
- Written warning outlining expected improvements.

****For Major Misconduct:****

- Final written warning.
- Suspension (with or without pay, depending on the severity of the incident).
- Requirement to complete additional training or coaching qualifications.

****For Gross Misconduct:****

- Immediate suspension pending further investigation.
- Termination of employment or volunteer agreement.

Step 4: Appeal

- Staff members have the right to appeal disciplinary decisions. Appeals must be submitted in writing within 7 days of the decision.

- Appeals will be reviewed by a separate panel, and a final decision will be communicated promptly.

5. Record-Keeping

- All records of disciplinary actions will be maintained confidentially and securely by the club.
- Records will include the nature of the misconduct, actions taken, and any follow-up measures.

6. Support and Training

- The club will provide additional training and support to staff members where lapses are due to a lack of knowledge or understanding.
- Repeated or willful breaches of policy will be treated more severely.

7. Review of Policies and Procedures

- Following significant incidents, the club will review its policies and procedures to identify potential areas for improvement.
- Staff will be informed promptly of any updates or changes.

8. Safeguarding Contacts

- Club Welfare Officer Ian Yull, 07748 946461, theyullfamily@btinternet.com
- Club Manager, Ryan Whiteley, 0208 6600608, manager@purleysports.co.uk
- Local Safeguarding Authorities: **LTA 020 8487 7000** , **England Squash 0161 438 4302 ECB 020 7432 1200 Bowls England 01992 308648**