



Discipline and Grievance Procedure

1. Purpose

This procedure outlines how Just Play Sports handles disciplinary issues and grievances among staff, volunteers, and coaches. It ensures fairness, transparency, and compliance with Ofsted requirements, safeguarding legislation, and employment law.

2. Scope

Applies to all employees, freelance coaches, volunteers, and trainees engaged by Just Play Sports.

3. Principles

- All staff are treated fairly, consistently, and without discrimination.
- Concerns or complaints are handled promptly and confidentially.
- Safeguarding of children and vulnerable adults takes priority.
- Staff have the right to be accompanied by a colleague or representative at formal meetings.

Part A: Discipline Procedure

4. Informal Stage

For minor issues (e.g., poor punctuality, minor breaches of conduct):

1. Discuss the issue informally with the staff member.
2. Explain expected standards and potential consequences.
3. Keep brief written notes for internal records.

5. Formal Stage

If informal action does not resolve the issue or the misconduct is serious:

5.1 Investigation

- An independent manager investigates the matter.

- Gather facts, evidence, and witness statements.
- **Before the formal meeting**, the staff member may receive a written summary:
 - Outlining the concerns raised.
 - Confirming the concerns have been reviewed and validated.
 - Providing context or evidence relevant to the concerns.
- Maintain confidentiality.
- If safeguarding concerns arise, follow the **Safeguarding Policy** immediately.

5.2 Disciplinary Meeting

- Invite the staff member in writing, stating the purpose, date, and right to be accompanied.
- Discuss findings and allow the individual to respond.
- Consider the severity of the misconduct and previous records.

5.3 Outcomes

Possible outcomes include:

- Verbal warning (recorded in writing)
- Written warning
- Final written warning
- Suspension (with pay, if necessary, during investigation)
- Termination of employment
- Warnings include guidance on improvement and a review period.

5.4 Appeal

- Staff can appeal disciplinary decisions in writing within **5 working days**.
- An independent manager reviews the case.
- The appeal outcome is final.

Part B: Grievance Procedure

6. Informal Stage

- Staff are encouraged to discuss concerns with their line manager.
- Managers aim to resolve the matter promptly.

7. Formal Stage

- If unresolved, submit a written grievance.
- A formal meeting is arranged within **10 working days**.
- Staff may be accompanied.
- **Before the meeting**, a written summary of the grievance and any supporting information may be provided to the staff member.
- The manager investigates, considers evidence, and provides a written response.

8. Appeal

- If unresolved, staff can appeal in writing within **5 working days**.
- An independent manager reviews the grievance and provides a final written decision.

Part C: Additional Considerations

9. Safeguarding

- All processes comply with safeguarding obligations.
- Any concerns about child protection or vulnerable adults are reported immediately, following the **Safeguarding Policy**.

10. Equality and Diversity

- Decisions are free from bias and comply with equality legislation.

11. Confidentiality

- Records and discussions are confidential and stored securely.
- Breaches may result in disciplinary action.

12. Documentation

- Accurate records of all disciplinary and grievance processes are maintained, including dates, findings, outcomes, and appeals.

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