



# SEDBERGH INTERNATIONAL SUMMER SCHOOL

<b>Staff Disciplinary Policy &amp; Procedure (ISS)</b>	
Extent of policy	Sedbergh International Summer School
Policy owner	Gemma Newton
Frequency	Annual
Publication	Staff Training Staff Handbook Website

Sedbergh International Summer School ('ISS' or 'Summer School') will refer in all disciplinary matters to the main school's Disciplinary Policy & Procedure – available [here](#), apart from in the following elements:

### **Time Frame for Informal Procedure; Removal from the course**

The main school policy refers to a staff member being required to accomplish the desired effect agreed at an informal procedure within an acceptable time scale. For ISS, this time scale is 48 hours. If the staff member has not reached an acceptable level of job performance within this time frame, the Course Director and The People Team (formerly HR) Manager will discuss the next steps, up to and including the removal of the staff member from the role. At this point the COO would be informed, and compensation would be discussed.

### **Suspension**

The section on suspension of staff members does not apply to the Summer School. Due to the short-term nature of the employment, it is unlikely that staff are suspended and those who are removed from the course (see above) will have the need to isolate discussed with The People Team at the time of their removal. This will be done on a case-by-case basis.

### **Investigating Officer & Disciplinary Hearings**

Investigating officers are not decided until an investigation is needed, as it depends on the individuals involved, availability of senior managers to conduct investigations and the subject of the matter to be investigated. The investigating officer will be nominated by the

Course Director and agreed by The People Team before an investigation commences, but within 24 hours.

The Disciplinary Hearing for ISS will be a meeting between the Course Director and the The People Team Manager. In the absence of the Course Director, the Operations Director will have the meeting with The People Team.