

4.1 DISCIPLINARY POLICY

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EXECUTIVE SUMMARY

This Procedure fulfils all the statutory requirements to deal with alleged misconduct by an employee, including the setting out of the allegation(s) in writing, the holding of a disciplinary hearing to discuss the matter and providing a right of appeal against any

4.1 Disciplinary Policy

APPENDIX 6 – CONSIDERATION OF REFERRAL TO THE LOCAL AUTHORITY DESIGNATED OFFICER (LADO) (DISCLOSURE AND BARRING SERVICE (DBS))

If there is a concern raised or an allegation made about a person who works with children, whether a professional, staff member, foster carer or volunteer that they may have: -

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child or
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children, then the process outlined below should be followed:-

The member of staff raising the concern should first discuss this matter with the Professional Head / Lead Clinician or Head of Service for their Division (named senior officer). These managers will have responsibility for allegations management and will liaise with the LADO within the children's safeguarding unit, Local Authority. The employee can of course raise this initially with their line manager in the first instance to seek support. If, however the concern/ allegation relates to the named Head or Lead officer, then the concern/allegation should be notified to another senior manager within the organisation, who would then liaise with the LADO.

If in the opinion of the named senior officer (Professional Head / Lead Clinician or Head of Service) the concern/allegation meets the criteria set out in Cheshire West and Chester's Local Safeguarding Children Board Procedures

http://www.cheshirewestlscb.org.uk/?page_id=3221, then:

- the named senior officer must make contact within one working day with the LADO. The LADO contact details are: 01 The LADO operate a duty system to ensure advice and guidance is available
- the named senior officer and the LADO will have an initial discussion regarding how the matter will be progressed.
- if it is agreed that it is an appropriate referral to the LADO, then a referral form, (available at http://www.cheshirewestlscb.org.uk/?page_id=3221) should be completed by the referrer (the named senior officer) and sent immediately to the Safeguarding Unit. safeguardinglado@cheshirewestandchester.gcsx.gov.uk.

If as a result of the allegations being investigated within the Trust the employee is;

- Dismissed,
- or the Trust cease to use the employees services (i.e. Bank staff),
- or the employee resigns and leaves,
- or otherwise ceases to provide his/her services,