



St James' Catholic School

Whakaruru Hau A Sheltering Place

— Te Kura Katorika o Hāto Heemi —

ST JAMES' CATHOLIC SCHOOL BOARD OF TRUSTEES

Policy on Staff Disciplinary Action

Date Reviewed:	October 2017
Review Team:	T Edwards, M Fennessy, M Balm
Date of Next Review:	October 2020
Connection to the Bishops document "The Catholic Education of School Age Children"	The entire effort of the Catholic teacher is oriented toward an integral formation of each student. The education and formation of teachers in Catholic schools are critical in ensuring that the formation offered to students is authentically Christian and Catholic.
Related Documents:	<ul style="list-style-type: none">● Primary Teachers and Principals Collective Agreement● Support Staff in Schools Collective Agreement● Protected Disclosure Policy
NAG	3, 5, 6
Community Consultation:	December 2017
Signed:	
Approval Date:	26 February 2018

INTRODUCTION

There are occasions when Disciplinary Action within the workplace is necessary to protect the professional integrity of the staff, uphold the Special Character, and to provide a safe learning environment for children and a safe working environment for other employees.

At the first indication of a potential disciplinary issue the Board of Trustees will advise its insurer and seek the guidance of the NZ School Trustees Association advisory service or an approved employment lawyer.

This Disciplinary Policy will comply with the requirements of the relevant collective or individual employment agreements and will ensure that all employees are accorded procedural fairness under the concept of natural justice and are aware of the procedure the Board of Trustees will follow.

GUIDELINES

The Schools Trustees Association and NZ Principals Federation Support line will be used to inform further procedure as well as referring to the individual Collective Agreements for clarification on pages 25, 27-28, and 37-38 of the Support Staff in Schools Collective Agreement; and pages 10, and 56-58 of the Primary Teachers Collective Agreement.

CONFIDENTIALITY

All matters relating to disciplinary procedures are not for public debate therefore all hearings relating to discipline of staff will be performed “in committee”. The content of such discussions are confidential. Breach of such confidentiality is a breach of the Trustees Code of Conduct.

Any matters pursuant to disclosures covered under the Protected Disclosures Act 2000, are to be considered in accordance with the school Protected Disclosure Policy and treated with due confidentiality, as stated in the preceding paragraph.

SPECIAL CHARACTER

The Board of Trustees is committed to ensuring that the Special Character Values and Philosophy of Hato Heemi (Whakaruru Hau) underpin all Governance and Management Policies and Procedures.