

Craze Kidz Club

Calday Grange, Mill Road
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Disciplinary and Grievance Procedures Policy

1. These procedures apply to leaders of Craze Kidz Club (and other clubs within its family).. These procedures have been put in place to protect the interests of the leaders and the club and to ensure that everyone is treated fairly
2. The existence of these procedures does not indicate any contract of employment with leaders as there is none.

Grievance Procedure:

1. If a leader has a grievance they have been unable to resolve they should in the first instance raise the matter orally with the club leader. The club leader should respond orally within 2 weeks of the matter being raised.
2. If the leader is unhappy with the response from the leader they should raise the grievance again with the leader in writing. This should be done within 2 weeks of the leader's initial response. The leader should respond both orally and in writing within 2 weeks of receiving the written grievance.
3. If the leader is still unhappy with the written response they may appeal to the management committee who will normally appoint a three-person panel to hear the appeal. The appeal should be made in person and the leader may nominate another leader to accompany and support them. The appeal should be arranged within 2 weeks and no more than one week should pass before the appeal panel advises of its decision which will be final. This doesn't affect any statutory rights that the leader may have to take the matter further.
4. Where the person raising the grievance is the club leader items 2 and 3 above are amended in that the leader will raise the matter with the Chair of the management committee. If the matter then goes to appeal the panel shall comprise three management committee members but not including the Chairman.

Disciplinary Procedure

1. Where a matter requiring possible disciplinary action arises the club leader should arrange a meeting with the leader to discuss and hopefully resolve the matter.

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2. If the leader is unhappy with the outcome of stage 1 above they should inform the club leader in writing and stating their reasons. This should be done within 2 weeks of the initial meeting. The club leader should arrange a further meeting within 2 weeks at which both the club leader and the leader may be accompanied by another leader. The outcome of this meeting should be recorded in writing and provided within 2 weeks of the meeting.
3. If the leader remains unhappy with the outcome of stage 2 above they may appeal to the management committee who will normally appoint a three-person panel to hear the appeal. The leader may be accompanied by another leader to support their appeal. The appeal should be heard within two weeks and the outcome advised within a week of the appeal hearing. The outcome of this appeal meeting will be final. This doesn't affect any statutory rights that the leader may have to take the matter further.
4. Where the person being disciplined is the club leader the disciplinary process outlined in items 1 and 2 above will be carried out by the Chair of the management committee. If the matter then goes to appeal the panel shall comprise three management committee members but not including the Chairman.
5. Disciplinary action may take various forms from oral warning, written warning, final warning, a period of suspension and/or departure from the club. For minor and less serious matters first instances should be covered by an oral warning, and then followed by a written warning if there is a repeat and a final warning if there are yet further repeats. After a final warning the next step would usually be dismissal for the leader ceasing to work at the club.
6. Where a serious breach of discipline has occurred it may be necessary to proceed immediately to a suspension (for example, while further investigation takes place) or in extreme cases instant dismissal. In any event the leader will have a right of appeal.

Appendix A – Examples of offences which might lead to instant dismissal or suspension pending further investigation and/or appeal

1. Child abuse against club member or visitor to the club
2. Fraud or misappropriation of club funds or property
3. Inappropriate communication with young people (i.e. contrary to the clubs child protection policy)

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4. Persistent absence from sessions without prior notice
5. Violent or abusive behaviour towards leaders or others associated with the club
6. Failure of DBS check or refusal to comply with a DBS check

This policy was agreed on Thursday 21st July 2016

This policy will be reviewed in July 2017

Signed

Date

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