



**Diocese of Elphin**

# **SAFEGUARDING CHILDREN**

## **DISCIPLINARY & GRIEVANCE PROCEDURES**



*Please refer also to Appendix in this document for Code of Practice from Labour Relations Commission on Grievance and Disciplinary Procedures which provides guidance to employers, employees and their representatives in the general principles, which apply in the operation of grievance and disciplinary procedures.*

## **Disciplinary procedure**

- All breaches in the Code of Behaviour as outlined in Section 4.1 of the Diocesan Safeguarding Children Policy & Procedures Document will result in the disciplinary procedure being invoked.
- On receiving a complaint, the parish will appoint a disciplinary committee to resolve the issue.
- The committee will consist of three nominees from the Parish Pastoral Council. Where a Parish doesn't have a Parish Pastoral Council, then the Parish Priest/Priest In Charge will appoint the disciplinary committee of three nominees from people within the parish or from within the diocese.
- The complaint should be in writing to the Parish Priest/Priest In Charge and responded to within five working days.
- If the complaint involves suspected abuse or a criminal offence, the Designated Person will be informed immediately and the reporting procedure as outlined in Section 3.3 of the Diocesan Safeguarding Children Policy and Procedures Document will be followed.
- The person against whom the complaint is made will be informed of the problem, in writing, including any relevant witness statements.
- The disciplinary committee will establish the facts by reviewing any relevant paperwork and meeting with all parties concerned within ten working days.
- A meeting will be held at which the complaint is explained, evidence is considered and the person against whom the complaint is made is given the opportunity to answer the allegation.
- The member of Church personnel may be accompanied.
- Where it is established that an incident of misconduct has taken place, the committee will decide on an appropriate sanction and inform the person in writing.
- A further act of misconduct within a set period will result in a final written warning.
- Where the complaint is sufficiently serious, it may be appropriate to move directly to a final written warning e.g. where the actions complained of have had, or are liable to have, a serious or harmful impact.
- The written warning will set out the nature of the problem and the change in behaviour required, with a timescale, and inform the person of the

consequences of further misconduct or failure to improve conduct e.g. it may result in dismissal, demotion or loss of seniority.

- A decision to dismiss will only be taken by the Parish Priest/Priest in Charge.
- The person will be informed of the reason for dismissal, date of termination, given appropriate notice and right of appeal.
- Gross misconduct e.g. theft, fraud, violence, gross negligence, may be cause for immediate dismissal without notice.
- Church personnel will be given a chance to appeal against disciplinary action which they consider unjust.
- The appeal will be dealt with impartially by another person appointed not previously involved, with competency in the area and the person who instigated the appeal informed in writing of the outcome, as soon as possible.

## **Grievance Procedure**

- If it is not possible to solve a grievance informally, it will be raised formally, in writing, setting out the nature of the grievance.
- A formal meeting to consider it will be held without delay.
- The complainant will be allowed to explain their grievance and how they think it may be resolved.
- Decisions on what action to take will be communicated in writing and, where appropriate, will set out what action will be taken to resolve the grievance.
- The complainant may appeal if they are not satisfied, following the same format and conditions as for disciplinary process.