



Policies

TERMINATION POLICY

1. Purpose

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the "Preschool". This policy provides a clear framework that Preschool will follow on occasions where it is proposed to terminate an employee's employment and the Preschool considers that it is not appropriate, for whatever reason, for the Preschool to follow the Disciplinary or Performance Improvement Policy.

2. Scope

This policy applies to all employees of Preschool working in their probationary period of employment and/or who are employed on a short duration fixed term contract, where there is a concern regarding their conduct and/or capability/performance.

The application of this policy is discretionary and does not form part of the employee's contract of employment. Preschool reserves the right not to apply the Termination Policy, or to apply it in a modified form, in particular circumstances.

Preschool reserves the right to amend this policy at any time and in line with any changes to legislation.

3. Policy Details

Preschool policies, rules and procedures

It is an employee's responsibility to regularly read all of the Preschool's policies and procedures and comply with them. Employees should also be aware of the Preschool's rules and the terms and conditions which govern their employment of which a breach may provide grounds for termination of employment.

Termination meeting

Where the Preschool is contemplating terminating an employee's employment, for whatever reason, the Preschool will invite the employee to attend a formal termination meeting in writing detailing the nature of the circumstances which have led to the need for the meeting.

The termination meeting will usually be chaired by the Preschool Manager unless this is considered inappropriate based on the circumstances. The employee will be given the opportunity to comment and where appropriate, explain their case before any decision is made.

In the event that the employee is unable to attend the scheduled meeting date, they should notify their Manager immediately, explaining the reasons why they are unable to attend. If the employee is unable to attend the meeting through circumstances outside of their control the Preschool will normally re-arrange the meeting.

If the employee does not attend the rescheduled meeting without a good reason, a decision may be taken in the employee's absence.

The outcome following a formal termination meeting will usually be confirmed to the employee verbally and followed up in writing.

Right to be accompanied

At the meeting the employee has the right to be accompanied by a workplace colleague or Trade Union Representative. The employee should not request accompaniment by a colleague whose presence could prejudice the meeting or who might have a conflict of interest. The Preschool may request the employee to choose a different companion where it believes this could be the case.

If the appointed work colleague or Trade Union Representative cannot attend the meeting on the date arranged, the employee should notify the Manager of an alternative date as far in advance of the meeting as possible. Provided that the alternative date is reasonable, the Preschool will, as far as reasonably practicable, re-arrange the meeting for that date.

Appeal

Where dismissal is the result, the employee has the right to appeal in line with the Appeals Policy.

This policy was adopted at a meeting of the preschool held on:

Signed on behalf of the preschool _____