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Registered charity number 1080554

Employment

2.6 Staff Capability

All members of staff have contractual responsibility to perform their duties to an acceptable standard and they should be given all reasonable support and encouragement to do so. If a member of staff is under achieving after a probation period, we take the following steps:

- Where there is evidence that an individual is not performing at an acceptable level, the manager should investigate the circumstances without delay and endeavour to ascertain the reasons for the unsatisfactory performance. This is usually done during staff supervision.
- The manager will determine whether this is a training issue or a support issue.
- If it is determined that it is a training issue, relevant training will be sought and a meeting for feedback arranged.
- If it is determined that it is a support issue, the manager will support the individual in identifying the area of weakness and help put in strategies to improve it. A time scale will be given to review the situation.
- If there is continued unsatisfactory performance or the situation is sufficiently serious to warrant a formal caution (such as a breach in health and safety or safeguarding children) the individual will be invited to a formal interview to discuss the matter (see staff disciplinary policy 2.4). Any concerns will be recorded in the individual staff file and disregarded after 3 years.
- If the individual fails to improve, they may be dismissed on the grounds of capability, this will be confirmed in writing.

III-health and poor attendance

- An individual's capability to carry out their role to the expected standard may be affected by their health and attendance record.
- The manager must bear in mind the provisions of the Disability Discrimination Act, in particular the obligation to make reasonable adjustments when dealing with disabled members of staff.
- A FINAL CAUTION maybe given for unsatisfactory attendance, if the manager remains concerned and this will be confirmed in writing. The member of staff will be informed that their job will be at risk if satisfactory attendance levels are not achieved and maintained.
- All staff have a right to appeal and a right to representation.