

## Disciplinary Procedure Policy

### for staff and volunteers



In addition to the Parish Code of behaviour for children and young people in parish activities all clergy, staff and volunteers are expected to adhere to the Safeguarding Trust Code of Behaviour in Part 4 of the Child Safeguarding Policy (available at <https://www.ireland.anglican.org/about/safeguarding/ni-child-safeguarding>).

#### **Disciplinary procedures if a volunteer is found in breach of Code of Behaviour**

Each breach of the Code of Behaviour will be assessed in line with the Parish Complaints procedure above. If a volunteer is deemed to be in breach of the Code of Behaviour the leader in charge or panel member will speak to the individual volunteer. They will determine whether the volunteer should be given a warning on that occasion but will remind the volunteer of the standards expected of volunteers.

If there are further breaches of the Code of Behaviour by the volunteer following a warning, the Panel will meet with the volunteer, and the Panel will remove the volunteer from their position.

If a serious allegation of abuse is made against a volunteer, the panel and Internal Review Group (constituted by Select Vestry membership) will follow the procedures for dealing with an allegation against a volunteer as contained in Safeguarding Trust.

#### **Disciplinary procedures if a staff member is found in breach of Code of Behaviour**

Each breach of the Code of Behaviour will be assessed in line with the complaint's procedure. If a staff member is deemed to be in breach of the Code of Behaviour the disciplinary procedures in the staff member's contract shall be followed where it is a serious incident, and it warrants suspension or dismissal of the staff member. If a cleric is deemed to be in breach of the Code of Behaviour the disciplinary procedures set out in Chapter 8 of the Constitution of the Church of Ireland shall be followed where it is a serious incident, and it warrants the suspension or dismissal of the cleric, such matters are to be brought to the attention of the Archdeacon.

Adopted by the Select Vestry on 28 September 2022

Signed (Chair of Vestry) \_\_\_\_\_

Signed (Hon Sec of Vestry) \_\_\_\_\_

Reviewed: January 24

Due Review: January 25