The Parkside School
Disciplinary, Dismissal and Appeal Committee Hearings Procedure

Approved by:	Mrs Carolyn Ellis-Gage Head Teacher	**Date:** November 2025
Signed:		
Next review due: **by:**	November 2026 Mrs Carolyn Ellis-Gage Head Teacher	

1. The Committee should elect a Chairperson who should then introduce those present and explain the purpose of the hearing. The Chairperson must clearly state the issue(s) for consideration at the hearing.

2. The Headteacher, or their adviser, should outline the case against the employee, calling on any witnesses and documentation available.

3. For each witness called by the Headteacher, the employee (or their companion) should be given the opportunity to ask questions and the members of the Committee and their adviser should be given the opportunity to ask questions. The Headteacher, or their adviser, then has the opportunity to re-examine the witness.

4. On the conclusion of the Headteacher's presentation, the employee, or their companion, should be given the opportunity to ask questions.

5. The members of the Committee and their adviser should be given the opportunity to ask questions of the Headteacher.

6. The employee, or their companion, should then outline their case, calling on witnesses and documentation if these are available.

7. For each witness called by the employee, the Headteacher (or their adviser) should be given the opportunity to ask questions and the members of the Committee and their adviser should be given the opportunity to ask questions. The employee or their companion, then has the opportunity to re-examine the witness.

8. On the conclusion of the employee's presentation, the Headteacher, or their adviser, should be given the opportunity to ask questions.

9. The members of the Committee and their adviser should be given the opportunity to ask questions.

10. The employee, or their companion, should be given the opportunity to call on their witnesses again.

11. The Headteacher, or their adviser, should make a closing statement.

12. The employee, or their companion, should make a closing statement.

13. The Chairperson should call an adjournment to enable the members of the Committee to discuss the case with their adviser and reach a decision.

14. Should the members of the Committee require further information or clarification, both parties to the hearing should be recalled.

15. The Chairperson should reconvene the hearing with both parties present to inform the employee and their companion of the decision of the Committee and the right of appeal, if applicable.

16. The Chairperson may vary the order of procedure in exceptional circumstances and at any stage in the proceedings a request by either side for an adjournment may be granted at the discretion of the Committee.

17. If the Committee determines that the employee should be dismissed with notice, the Chairperson should confirm this in writing within five working days to the employee and explain the right of appeal. (Note – for Appeal hearings there will be no further right of appeal beyond the hearing).

18. The Governors on the Committee will maintain confidentiality and there will be no discussion about the case with others, including other members of the Governing Board.

19. Personal data collected and processed for the purpose of this procedure will be handled in accordance with the data protection policy and applicable statutory obligations. Any personal data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of employee management or to comply with statutory reporting obligations. Inappropriate access to, or disclosure of, employee data constitutes a data breach and should be reported without delay, in accordance with the data protection policy. It may also constitute a disciplinary offence in which case it would be dealt with under the disciplinary policy and procedure.

20. Through the implementation of this procedure, the Governing Board/Trust will be mindful of the employer obligation to seek to maintain and protect the mental health and wellbeing of all employees as far as is reasonably practicable.