

Three Counties Academy Trust



Disciplinary Policy and Procedure

#HR3

Last amended 5th July 2026 (v1.0)

Policy lifespan: As determined by Hoople HR. Subject to annual compliance check. Next full review 31st January 2027.

Statement of intent

At Three Counties Academy Trust (TCAT), we want to invest in our staff and provide them with a secure and long-lasting relationship as employees of their school and TCAT. However, it may at times be necessary to investigate an incident which may lead to disciplinary proceedings being followed. In this event this policy will be followed in managing the process and procedure of a disciplinary process.

The purpose of this policy is to set out the framework and principles for the management of the disciplinary procedure for staff in TCAT schools.

We understand that the process of a disciplinary investigation and hearing can be daunting for a staff member. This policy clearly sets out the procedure and has been approved by unions.

All TCAT employees are covered by this policy as TCAT uses Hoople HR as our provider for HR support as appointed by the Trust Board.

This policy applies to both teaching and support staff members in TCAT schools and takes account of the differing terms and conditions.

The procedures within this policy document will be followed as prescribed.

To that effect, we subscribe to and promote the Disciplinary Policy and Procedures (HR003) as set out by our HR partners Hoople and used across the county of Herefordshire. The latest version of this policy will be the version used if and when need arises.

The latest (HR003) Disciplinary Policy and Procedures can be obtained on request from the TCAT Central Team or from the Headteacher/Head of School and is the full and unabridged version as ratified by Hoople and adopted by the TCAT Trust Board.

Please note, where Hoople can at times have not ratified a new version of a policy before their planned review date, we will always use the latest version available, even where that may fall outside date scope until Hoople have approved a replacement.