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**Capability Procedure**

At Dainty Little Hands Ltd. Out of School Clubs, we recognise that during your employment with us your capability to carry out your duties may deteriorate. This can be for a number of reasons, the most common ones being that either the job changes over a period of time and you fail to keep pace with the changes, or you change (most commonly because of health reasons) and you can no longer cope with the work.

If the nature of your job changes or if we have general concerns about your ability to perform your job we will try to ensure that you understand the standard of performance, as per your job description, expected of you and that you receive adequate training and supervision. Concerns regarding your capability will normally first be discussed in an informal manner and you will be given time to improve.

If your standard of performance is still not adequate you will be warned in writing that a failure to improve and to maintain the performance required could lead to your dismissal.

If such improvement is not forthcoming after a reasonable period of time, you will be dismissed with the appropriate notice.

Personal circumstances may arise which do not prevent you from attending for work, but which prevent you from carrying out your normal duties (e.g. a lack of dexterity or general ill health). If such a situation arises, we will normally need to have details of your medical diagnosis and prognosis so that we have the benefit of expert advice. We will also take into consideration a full risk assessment. Under normal circumstances this can be most easily obtained by asking your own doctor for a medical report (with your consent).

There may also be personal circumstances which prevent you from attending work, either for a prolonged period(s) or for frequent short absences. Under these circumstances we will need to know when we can expect your attendance record to reach an acceptable level (your contracted hours). This may again mean asking your own doctor for a medical report or by making whatever investigations are appropriate in the circumstances. When we have obtained as much information as possible regarding your condition, and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.

**Short service staff**

We retain discretion in respect of the Capability procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service, you may not be in receipt of any warnings before dismissal.

**Appeal**

You have the right to lodge an appeal in respect of any capability action taken against you.

If you wish to exercise this right, you should apply in writing normally within five working days to the Support Manager(s) Aimee Smith and Tom McCaughey.

## Policy Review

This policy will be reviewed on the date below

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| Signed: | \_\_\_\_\_\_\_\_\_Jayne Dainty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| Date: | \_\_\_\_\_\_\_30/07/2021\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Policy review date: | \_\_\_\_\_\_\_29/07/2022\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |