

Carrying out a Disciplinary Investigation

Our Carrying out a Disciplinary Investigation course provides a comprehensive overview of the disciplinary process in the social care sector. You will learn to navigate the legal and regulatory framework, understand the roles of key participants, and apply principles of fairness and impartiality.

Led by our experienced training team, you will gain practical skills in conducting Disciplinary Investigations, interviewing witnesses, and evaluating evidence. You will also learn how to effectively prepare for and lead disciplinary hearings, ensuring a fair and transparent process. Additionally, you will explore the appeals process, ethical considerations, and the importance of person-led care throughout the disciplinary process.

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Course Content

Module 1: Understand the Disciplinary Process:

- Describe the key stages of a disciplinary process, including investigation, hearing, and appeal.
- Explain the legal and regulatory framework governing disciplinary actions in social care.
- Identify the roles and responsibilities of key participants in a disciplinary process.

Module 2: Conduct Disciplinary Investigations:

- Plan and conduct thorough and impartial disciplinary investigations.
- Gather relevant evidence, including witness statements and documentary records.
- Apply effective questioning techniques to interview witnesses and the employee involved.
- Evaluate evidence fairly and objectively, ensuring compliance with policies and procedures.

Module 3: Prepare for and Conduct Disciplinary Hearings:

- Prepare for disciplinary hearings, including notifying parties and gathering necessary documentation.
- Structure and conduct disciplinary hearings in a fair and transparent manner.
- Manage the dynamics of a hearing, addressing disputes and emotional responses professionally.
- Assess evidence and make informed decisions based on organisational policies and legislation.

Course Content

Module 4: Communicate Decisions and Manage Appeals:

- Communicate disciplinary decisions clearly and compassionately to the employee.
- Understand the appeals process and the rights of employees to challenge decisions.
- Maintain accurate and thorough documentation throughout the disciplinary process.

Module 5: Ethical Considerations and Person-Centred Care:

- Identify ethical dilemmas that may arise during disciplinary proceedings.
- Reflect on the importance of a person-led approach in disciplinary actions.

Learning Outcomes

- Describe the key stages of the disciplinary process, including investigations, hearings, and appeals.
- Explain the legal and regulatory framework governing disciplinary actions in the context of social care (e.g., Employment Law, Care Standards Act).
- Identify the roles and responsibilities of key participants in a disciplinary process (e.g., investigator, disciplinary panel, employee representative)
- Demonstrate understanding of the principles of fairness, impartiality, and confidentiality in disciplinary proceedings.
- Plan and conduct a disciplinary investigation, gathering evidence such as witness statements and documentary records

Learning Outcomes

- Apply effective questioning techniques and strategies for interviewing witnesses and the employee involved
- Evaluate evidence in a fair, unbiased manner, ensuring compliance with relevant policies and procedures.
- Outline the steps to prepare for a disciplinary hearing, including preparing documentation, notifying relevant parties, and setting up the hearing
- Demonstrate knowledge of how to structure a hearing, ensuring the process is transparent and follows organisational procedures.
- Lead or participate effectively in a disciplinary hearing, ensuring the employee has a fair opportunity to present their case.
- Understand how to manage the dynamics of a hearing, including handling disputes, emotional responses, and maintaining professionalism
- Assess the outcomes of a disciplinary hearing based on the evidence presented, in line with organisational policies and relevant legislation.
- Understand how to communicate the decision clearly and compassionately to the employee, ensuring compliance with all reporting obligations.
- Describe the appeals process and the rights of employees to challenge disciplinary decisions.
- Understand the importance of thorough documentation and accurate record-keeping throughout the disciplinary process.
- Identify common ethical dilemmas that may arise during disciplinary investigations and hearings.
- Reflect on the importance of maintaining a person-centred approach, ensuring that the disciplinary process aligns with the values and principles of social care.