

# Halfway Nursery Infant School



**DISCIPLINARY PROCEDURE FOR  
TEACHING AND SUPPORT STAFF**

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# **CITY OF SHEFFIELD CHILDREN AND YOUNG PEOPLE'S SERVICES MODEL DISCIPLINARY PROCEDURE FOR TEACHING AND SUPPORT STAFF IN SCHOOLS**

## **1. Introduction**

- The Governing Body is responsible for the conduct and discipline of all staff for whom it has delegated powers in the school. Most disciplinary matters will, in the first instance, be dealt with by the Headteacher, Deputy Headteacher or other manager in the school. Every effort should be made to ensure that all staff know and understand the disciplinary rules and procedures, including the school's Code of Conduct for staff. Access to the rules and procedures will be provided to all staff.
- The procedure applies to both support staff and all teaching employees (including Headteachers).
- This procedure is designed to ensure that disciplinary matters are dealt with thoroughly, promptly and equitably. Discipline is necessary for the conduct of school's affairs and for the safety and well-being of employees and pupils at the school. The object of the procedure is to ensure good standards in the conduct and work of employees and should not be viewed primarily as a means of imposing sanctions.
- This document complies with the Employment Act 2008. Reference should be made to the ACAS Code of Practice 2009 where further guidance is needed.

## **2. Definitions used in the procedure:**

### **Informal Procedure**

Before invoking the formal procedure, Headteachers, Deputy Headteachers and other managers in schools should carefully consider if it is appropriate to resolve the matter on an informal basis by discussing the situation with the employee to avoid the necessity of formal warnings.

### **Formal Procedure**

The formal disciplinary procedure is described in stages of increasing seriousness to avoid ambiguity about an employee's position. It must be noted however, that some misconduct may be of a nature that it will immediately need to be considered at a higher level than the first stage of the procedure. (A separate procedure is used when allegations have child protection implications, see section 6.7)

## **Levels of Disciplinary Action**

A disciplinary hearing may be convened at one of the following levels according to the circumstances of the case:

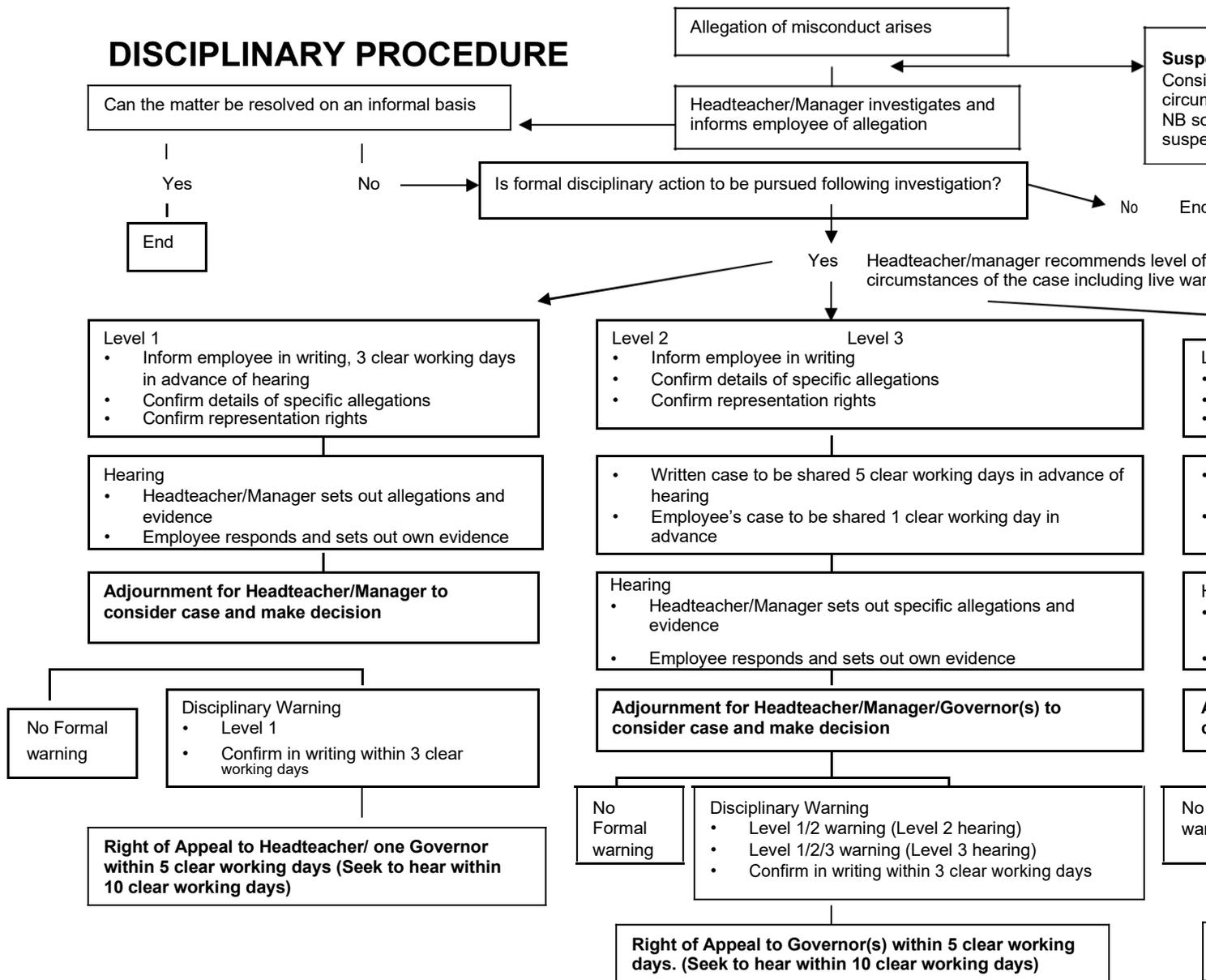
- Level 1 Recorded verbal warning (normally kept on file for 6 months)
- Level 2 Written warning (normally kept on file for 12 months)
- Level 3 Final written warning (normally kept on file for 18 months)
- Level 4 Potential dismissal with notice or dismissal without notice

The Headteacher/Manager or Governor(s) issuing the warning can, in exceptional circumstances decide to increase the amount of time a warning remains on file.

## **Foundation and Voluntary Aided Schools**

The above schools have their own procedures for disciplinary matters.

# DISCIPLINARY PROCEDURE



# Children and Young People's Model Disciplinary Procedure for Teaching and Support Staff in Schools

## Preamble

This procedure will be used by Management and Governing Bodies in Schools as a means of confirming to an employee that particular behaviour or conduct is not acceptable and cannot be dealt with informally.

It is a statutory requirement for a school's Governing Body to have its own disciplinary procedure.

The Disciplinary Procedure seeks to provide an objective and fair process by which to consider and decide upon matters of employee misconduct. Where misconduct arises the school's procedure must be followed to ensure these matters are handled consistently and fairly even though each outcome will be specific to the circumstances of the case.

## 1. Principles

- 1.1 The Governing Body will seek to maintain constructive relationships with all employees.
- 1.2 Where a Manager identifies that an employee has allegedly fallen short of the standards of conduct expected he/she will deal with the matter informally where appropriate. In any such informal discussion the employee concerned should be informed of the nature of the complaint (in writing), the improvement expected and the timescale. The formal procedure will be used however, to guide an employee towards acceptable standards where a Manager considers it is not appropriate to manage the case informally. The employee should be given a copy of the School's Disciplinary Procedure.
- 1.3 Managers will ensure that employees are made aware of the expected standards of conduct, as set out in the School's Code of Conduct. (Some schools may have adopted this, if they have not, they are strongly advised to have an alternative).
- 1.4 Except in cases of Gross Misconduct or an irretrievable breakdown of trust and confidence no employee will be dismissed for a first breach of discipline. However, certain misconduct will be regarded as so serious as to give rise to the possibility of dismissal from all employment with the school and the City Council with or without notice, depending on the circumstances.

- 1.5 Managers and Governors will be responsible for applying this procedure in a fair and equitable way with advice from Children and Young People's Human Resources at each level.
- 1.6 All parties will ensure that investigation and hearing processes progress as quickly as is reasonably possible for the benefit of the employee and the school.
- 1.7 An employee will have the right of appeal, to a Manager/the Headteacher/a Governor or an Appeal Panel of the Governing Body.
- 1.8 Employees will have the right of representation at all meetings convened under the Disciplinary procedure, i.e. at formal meetings. (See section 5 - Representation) Employees will be reminded of their right to seek appropriate advice (e.g. Trade Union representation) at the start of any action.
- 1.9 In accordance with the School Staffing Regulations (2003), a representative from the Children and Young People's Directorate is entitled to attend and give advice to the Headteacher/Dismissal Panel in cases at Level 4, where dismissal is a possible outcome. This would usually be a Human Resources Officer from the Children and Young People's Directorate,
- 1.10 In cases concerning child protection reference should be made to the procedure "CYPD Model Procedure for the Management of Allegations of Abuse against Teachers and Other Staff"
- 1.11 Schools have a complaints procedure. Sometimes a complaint is the means by which a case of potential misconduct is brought to the attention of the Headteacher or Governors. While being mindful of the complaints procedure if it is a matter that may result in disciplinary action against an employee, the Disciplinary Procedure should be used.
- 1.12 Children and Young Peoples' Human Resources will provide appropriate advice, guidance and support to assist managers in the management of disciplinary processes at each stage.

## **2. Scope of the Procedure**

This procedure deals with alleged cases of misconduct. There are separate procedures for Capability, Sickness Absence, Dignity at Work (HDVB), Whistleblowing and Grievances.

*NB* Dignity at Work, Whistleblowing, Capability and Absence related conduct issues, could result in a recommendation to use the disciplinary procedure.

### 3. Application

The following points apply to all formal stages of the disciplinary procedure:

- 3.1 Before disciplinary action is taken a fair and reasonable investigation into any allegation of misconduct should be carried out
  - (a) When conducting an investigation, unless there are extremely pressing reasons to the contrary, including the issue of the employee's access to evidence, the manager should inform the employee concerned of the allegation(s) and the nature of the investigation. The employee will also be informed that they will be interviewed as part of the management investigation.
  - (b) It should be established if the employee has any other employment within the school, or with another school, or Sheffield City Council. Contact must then be made with Children and Young People's Human Resources who will contact their other manager so that they are aware of the situation. Should this be a case involving potential dismissal and dismissal is confirmed, a process will be followed to establish whether it is reasonable to expect that no employment with the City Council can be sustained.
  - (c) Disciplinary action may be taken where the allegation(s) arises from matters outside of work. Where the matter has potential impact upon the individual's employment this should be discussed with Children and Young People's Human Resources.
- 3.2 The manager taking the disciplinary action should normally be at a more senior level than the employee being disciplined
- 3.3 Once an investigation has been conducted the manager should decide whether disciplinary action should be taken and if so at what level. If no further action is required the employee concerned must be informed in writing
- 3.4 The manager investigating the case will consider the seriousness of the case when identifying the level at which the hearing is to be held: they will consider all the circumstances of the case including any recorded warnings on the employee's file
- 3.5 The person(s) hearing the disciplinary case and responsible for issuing warnings will usually be at a more senior level of management than the person responsible for invoking the

disciplinary action. This may be the Headteacher, a Governor or a panel of the Governing Body as appropriate in the situation. Normally, they should not have had direct prior involvement

- 3.6 When the use of this procedure is being considered in respect of a Headteacher, the Governing Body will have the responsibility for (a) investigating the allegations, (b) invoking the procedure (including suspension), (c) hearing the case and (d) providing an appeal. Steps (a) and (b) can be carried out by the Executive Director: Children and Young People's Directorate at the request of the Governing Body. Steps (c) and (d) will be the responsibility of Governors. Different Governors must be involved for steps (c) and (d)
- 3.7 Reasonable attempts should be made by school management and trade union representatives to agree dates for key meetings, hearings and appeals. Where it has not been possible to agree dates it is acknowledged management will decide how to proceed with meetings, hearing and appeals.

### **Raising a Grievance**

- 3.8 Where a grievance is lodged during a disciplinary investigation there will be a discussion between school management, CYPD HR and the trade unions about whether or not the grievance issues should be dealt with separately under the grievance procedure or whether the grievance should be raised by the employee at relevant disciplinary interviews, hearing or appeal.

## **4. Formal Disciplinary Procedure**

### **Governor and Manager/Headteacher Roles**

#### **Hearings at Levels 1, 2 and 3**

- 4.1 In accordance with the School Staffing Regulations (2003), the Headteacher or other Leadership Team Member or Manager can issue Disciplinary Warnings to employees at Levels 1, 2 and 3.

Under the School Staffing Regulations (2003), there is no requirement to have a panel of Governors at Levels 1, 2 and 3.

- 4.2 At Level 1 hearings, the Headteacher/Leadership Team Member/Manager investigating the case will present and hear evidence from the employee and then decide whether to issue a Level 1 warning (Recorded verbal warning).
- 4.3 At Level 2 hearings, if the Headteacher has investigated a case they may present the case to a minimum of 1 governor.

If a Leadership Team Member has investigated a case they may present the case to the Headteacher or a minimum of 1 governor.

If a Manager has investigated a case they may present the case to the Headteacher, Leadership Team Member or a minimum of 1 governor.

- 4.4 At a level 3 hearing, if the Headteacher has investigated a case they may present the case to a minimum of 1 governor. However, it is recommended that a panel of 3 governors hear cases at this level (where the minimum requirement of 3 governors cannot be met the panel may comprise of 2 governors).

If a Leadership Team Member has investigated a case they may present the case to the Headteacher or governor(s). It is recommended that a panel of 3 governors hear cases at this level (where the minimum requirement of 3 governors cannot be met the panel may comprise of 2 governors).

If a Manager has investigated a case they may present the case to the Leadership Team Member, the Headteacher or governor(s). It is recommended that a panel of 3 governors hear cases at this level (where the minimum requirement of 3 governors cannot be met the panel may comprise of 2 governors).

#### **Dismissal Hearings at Level 4 and Appeal Hearings**

4.5 Governing Bodies must appoint 2 separate panels of not less than 3 Governors each, to consider disciplinary cases at Level 4 Dismissal. Where the minimum requirement of 3 Governors cannot be met a panel may comprise of 2 governors. The number of members on the Appeal Panel should not be less than those on the Governing Body Panel who took the decision to dismiss. In the interests of natural justice these panels must comprise different Governors. At Level 4, the representative of the Children and Young People's Directorate has the right to attend and give advice.

- 4.6 In accordance with the School Staffing Regulations (2003), the Headteacher can also be given delegated responsibility to make an Initial Dismissal Decision (IDD) at Level 4. However, there will be circumstances when it would be more appropriate for the Governors to make the IDD. These may include:

- in a small school:
- where there are allegations against the Headteacher by the employee

- **where the Headteacher has had prior involvement with the case**
- where the Headteacher has carried out the investigation
- where the Headteacher is unwilling to perform this function or does not have the necessary skills or capability
- where the Headteacher is subject to an investigation

4.7 Governors will need to make clear exactly what the Headteacher's responsibility will be when adopting this procedure.

### **Disciplinary Hearings – Level 1, 2 and 3**

**The procedure and conduct of disciplinary hearings is appended at Appendix 1**

#### **Level 1 – Recorded Verbal Warning**

4.8 Where alleged misconduct is identified, the Headteacher/Manager will investigate the circumstances, which will include making the employee aware of the allegation(s) against him/her. Where the Headteacher/Manager believes the misconduct warrants consideration of formal disciplinary action at Level 1, the employee will be informed in writing of details of the specific allegations against him/her and invited to a Disciplinary Hearing at Level 1. The letter should give a minimum of 3 clear working days notice and include the procedure to be followed at the hearing.

At the hearing the Headteacher/Manager will set out the allegations against the employee and the evidence upon which this is based. The employee will be given the opportunity to respond and set out any evidence in support of his/her position. The employee may submit a written response if he/she wishes.

Following an adjournment to give full consideration to the evidence presented, the Headteacher/ Manager will reconvene the meeting to give his/her decision. The outcome could be a disciplinary warning at Level 1 or no formal action to be taken.

The employee will be informed of the decision at the meeting and where a warning is to be issued this will be confirmed in accordance with the requirements of paragraph 4.12.

#### **Levels 2 and 3 – Written or Final Written Warning**

4.9 Where alleged misconduct is identified the Headteacher/Manager will investigate the circumstances, which will include making the employee aware of the allegations against him/her. Where the Headteacher/Manager believes that the misconduct warrants consideration of formal disciplinary action at Levels 2 or 3, the employee will be invited in writing to a Disciplinary Hearing. The letter will specify

- the level of the hearing
- details of the specific allegations against the employee including evidence to be presented
- the date, time and place of the hearing
- rights of representation
- include a copy of the procedures to be followed at the hearing
- ask the employee to forward their written statement

4.10 The Headteacher/ Manager will share with the employee and Headteacher/Manager/Governor(s) hearing the case 5 clear working days in advance of the hearing, a written statement of case focusing on the main points of his/her case along with any documentary evidence to be presented in the hearing.

Similarly the employee (and representative) will share with the Headteacher/Manager presenting the case and the Headteacher/Manager/Governor(s) hearing the case at least 1 clear working day in advance of the hearing, a written statement of case focusing on the main parts of his/her case and any documentary evidence to be presented at the hearing.

**In exceptional circumstances, where there is a complex case, a longer timescale may be agreed by all parties.**

4.11 At the hearing the Headteacher/Manager will set out the allegations against the employee and the evidence upon which this is based. The employee will be given the opportunity to respond and set out any evidence in support of his/her position.

Following an adjournment to give full consideration to the evidence presented, the Headteacher/Manager/Governor(s) chairing the meeting will reconvene the meeting to give his/her /their decision. The outcome could be a disciplinary warning up to the level of the hearing or no formal action to be taken.

The employee will be informed of the decision at the meeting and where a warning is to be issued this will be confirmed in accordance with the requirements of paragraph 4.12.

#### **4.12 Warnings under Levels 1, 2 and 3**

If a warning is issued the following details will be confirmed in writing within 3 clear working days of the hearing and recorded on the employee's personal file held by Children and Young People's Human Resources.

- The level of warning being issued under the formal disciplinary procedure
- The nature of the misconduct, and the improvement or standard expected, timescale and where appropriate any support to be offered to achieve this
- The result of a failure to meet the required standards of conduct including the potential for further disciplinary warnings
- The period during which the warning will stay live (see section 8 – Withdrawal of Records) NB the period commences on the date of the Hearing
- Appeal rights (see Section 7) with time limits
- In the case of a level 3 (final) written warning a statement confirming that further misconduct could lead to dismissal depending upon the circumstances of the case

4.13 The outcome of a Disciplinary Hearing will not be a higher level sanction than the level at which the hearing is called. However, if substantial new evidence is submitted by either side the Headteacher/Manager/Governor/Panel will consider requests for an adjournment which may mean that a new Hearing will be set up at the appropriate level.

## **Level 4 – Dismissal Hearing**

### **The procedure and conduct of dismissal hearings is appended at Appendix 1**

4.14 An employee may be dismissed with notice by the Headteacher/Dismissal Panel at a level 4 hearing in the event of:-

- continued failure to meet the required standards of conduct identified by earlier warning(s) and/or further misconduct.
- A pattern of conduct leading to an irretrievable breakdown of trust and confidence

An employee may also be dismissed for gross misconduct where a first offence is so serious as to warrant summary dismissal. (without notice)

4.15 Where alleged misconduct is identified, the Headteacher/Manager will investigate the circumstances, which will include making the employee aware of the allegations against him/her. Where a Headteacher/Manager believes that an employee's misconduct warrants formal disciplinary action at Level 4, the employee will be invited in writing to a Disciplinary Hearing. The letter will specify

- the level of the hearing
- details of the specific allegations and advise him/her that dismissal with notice or summary dismissal (without notice) (as appropriate) will be considered
- the date, time and place of the hearing
- rights of representation
- include a copy of the procedures to be followed at the hearing
- ask the employee to forward their written statement

4.16 The Headteacher/Manager will share with the employee and Headteacher/Dismissal Panel 10 clear working days in advance of the hearing, a written management statement of case detailing the nature of the allegation(s) against the employee along with any documentary evidence to be presented in the hearing.

Similarly the employee (or representative) will share with the Headteacher/ Manager presenting the case and the

Headteacher/Dismissal Panel 5 clear working days in advance of the hearing a written statement of case along with any documentary evidence to be presented in the hearing.

**In exceptional circumstances, where there is a complex case, a longer timescale may be agreed by all parties.**

- 4.17 At the hearing the Headteacher/Manager will set out the allegations and the evidence upon which this is based. The employee will be given the opportunity to respond and set out any evidence in support of his/her position.

Following an adjournment to give full consideration of the evidence presented, the Headteacher/Dismissal Panel will give his/her/their decision. The outcome could be dismissal (summary (without notice) or with notice) a disciplinary warning at Levels 1, 2 or 3 or no formal action. Where a warning is to be issued this will be confirmed in accordance with the requirements stated in paragraph 4.12.

- 4.18 If the decision is to dismiss the employee, he/she must be informed in writing within 3 clear working days of the hearing of their right of appeal to the Appeal Panel of the Governing Body. Following the appeal hearing, if the decision is to dismiss the employee, (or the employee chooses not to exercise their right to an appeal), the decision to dismiss will be notified to the Executive Director: Children and Young People.

The Executive Director: Children and Young People will issue the dismissal notice within 14 days of receipt of this notification.

- 4.19 Please note that in Aided and Foundation Schools the letter notifying the employee of dismissal will come from the Governing Body and not the Executive Director: Children and Young People.

- 4.20 **The effective date of dismissal is the date of the Dismissal Hearing. Where the dismissal is with notice, the notice period will commence on the date of the Dismissal Hearing.**

- 4.21 Where the employee is to be dismissed, he/she will normally be dismissed from all employment with the City Council unless this is not justified by the circumstances of the case. Where the employee is employed in more than one school, governors at each school will be required to consider the case.

- 4.22 The dismissal letter will confirm:

(a) The reason(s) for dismissal

- (b) Appeal rights to an Employment Tribunal, (which may be made within 3 months from the effective date of the dismissal)

All dismissal letters will be delivered by hand and signed for by the employee or will be sent to the employee's home address by recorded delivery as appropriate. A Recorded Delivery letter will be deemed to have been received. The effective date of the dismissal is the date of the Dismissal Hearing.

- 4.23 Criminal offences outside employment will not be treated as automatic reasons for dismissal or other disciplinary action. The main consideration will be whether the offence is one that has serious consequences for continued employment, bearing in mind the nature of the employment and trust and confidence implications. Employees will not be dismissed solely because a criminal charge against them is pending or because they are absent through having been remanded in custody.
- 4.24 If the matter that is being investigated is also the subject of a police investigation, the employment investigations will usually be put on hold until the police have concluded their investigation. Schools are advised to consult with Children and Young People's Human Resources in such situations.
- 4.25 An employee previously dismissed from Sheffield City Council will not normally be eligible for re-employment with the City Council. A copy of all dismissal letters are forwarded to HR First so that a register is maintained of all employees dismissed from the City Council.
- 4.26 Employers that now want to make any PoCA, PoVA or List 99 referrals where they believe an individual poses a risk of harm to children or vulnerable adults should make the referral directly to the Independent Safeguarding Authority (ISA). All cases of Misconduct that have a child protection element must be referred to the ISA (previously they would be referred to the DCSF). The ISA will then undertake the necessary casework and decide whether that individual should be barred from working with children or vulnerable adults. Employers are obliged to provide relevant information (upon request by the ISA) about any referral to support the case.
- 4.27 The General Teaching Council (GTC) has the responsibility to take disciplinary action relating to registered teachers in cases of misconduct (except those involving child safety and welfare) and professional competence. The GTC will consider the case under

its disciplinary functions and may remove the teacher from its register. (Registration with the GTC is a legal requirement for employment as a qualified teacher including working on a supply basis.)

The GTC can also refer cases to the Independent Safeguarding Authority to consider barring the person from teaching in a school. Barred teachers will no longer be eligible to register with the GTC.

4.28 Where an employee resigns in circumstances where they may have been dismissed, or considered for dismissal had they not resigned, the employer (in this case Children and Young People's Directorate or the Governing Body in a Foundation or a Voluntary Aided School) must report the case to the DCSF who will consider the case.

4.29 If you need to make a referral to the ISA the documentation can be downloaded from the ISA website [www.isa-gov.org.uk](http://www.isa-gov.org.uk) you can also call the information line on 01325 953795 or 01325 953796. We recommend in all cases you seek advice from your HR consultant.

The new address for referrals is:

Independent Safeguarding Authority  
PO Box 181  
DARLINGTON  
DL1 9FA

If you need to make a referral to the GTC (non child protection related misconduct), contact the Professional Standards team:

Email [info@gtce.org.uk](mailto:info@gtce.org.uk)  
Website [www.gtce.org.uk](http://www.gtce.org.uk)  
Telephone 0870 001 0308  
GTCE  
Victoria Square House  
Victoria Square  
Birmingham  
B2 4AJ

More guidance is also available via the GTC website  
[http://www.gtce.org.uk/standards/regulation/case\\_referral/](http://www.gtce.org.uk/standards/regulation/case_referral/)

## 5. Representation

5.1 An employee will be advised of their right to be accompanied by a representative at all formal stages of the disciplinary procedure.

This will be a Trade Union representative or other person employed by the City Council. If in particular circumstances these arrangements are not appropriate, the employee may request that alternative representation be allowed. Disciplinary processes will not, however, be unreasonably delayed to accommodate representation.

- 5.2 All documentation, including written submissions from representatives, must be received by the Headteacher/Manager/Governor/Chair of Panel a minimum of 1 clear working day in advance of the Hearing/Appeal for level 1 and 2 hearings and 5 clear working days for dismissal hearings/appeals.

In exceptional cases where evidence was not available beforehand, it may be presented for the first time at a hearing/appeal. It will be essential for all parties to have received this new information prior to the commencement of the hearing.

If the employee requests adjournment of the hearing/appeal to a new date due to the presentation of the new information, this will be considered.

- 5.3 The representative has a statutory right to address the hearing but no statutory right to answer questions on the employee's behalf (Employment Relations Act 1999).
- 5.4 A full-time or branch official of the appropriate Trade Union will be notified in advance of the commencement of any disciplinary processes (i.e. initial interview) in respect of a trade union representative or any other employee claiming that his/her action is to be regarded as a Trade Union duty. However, the disciplinary process will not be unreasonably delayed to accommodate discussions of the circumstances.

## **6. Suspension**

- 6.1 Suspension is undertaken where the alleged misconduct is so serious that the employee could face the possibility of dismissal with or without contractual notice. In other circumstances the employee may be suspended from the relevant employment only if this is justified by the circumstances of the case.
- 6.2 Suspension is not a disciplinary sanction and shall be used only in circumstances where:

- Alleged behaviour is so serious and is of such a nature that an individual may face the possibility of dismissal with or without notice and/or
  - It would be dangerous/impractical to continue to allow the individual to remain at work, and/or
  - There is a danger that the individual's continuing presence at work would jeopardise investigations into the alleged misconduct(s)
- 6.3 In accordance with the Education Act the power to suspend is given to the Headteacher and Chair of Governors (Vice Chair in their absence). In cases of suspension the Headteacher/Chair of Governors is required to inform Children and Young People's Human Resources and, as appropriate, the Governing Body or Headteacher.
- 6.4 The employee will normally be invited to a meeting at which they will be informed of their suspension. The school or CYPD Human Resources will try to secure the attendance of the trade union representative at the suspension meeting. However, if the representative is unable to attend, the meeting will take place and the trade union representative will be briefed about the details of the suspension as soon as possible. The decision to suspend and the reasons will be confirmed to the employee in writing. If circumstances do not allow for a suspension meeting to be arranged, or if the employee is unwilling or unable to attend, he/she will be informed by letter of the suspension and the reasons for this.
- 6.5 A period of suspension should not normally exceed 10 clear working days. Where an extension is required the Headteacher or Manager will inform the employee's representative. The reasons for and period of extension will be confirmed in writing to the employee (and representative).
- 6.6 The suspension may only be ended by the Governing Body (the Chair or Vice Chair acting on behalf of the Governing Body). This may be delegated to the Headteacher unless it is the Headteacher who is suspended. The Children and Young People's Human Resources will be informed of the lifting of any suspension.
- 6.7 In cases involving child protection the school must contact either the Human Resources Adviser or the Safeguarding Children Advisory Service (Local Authority Child Protection Co-ordinator on behalf of the LADO). They will advise on the next procedural steps. It may be necessary for the Police to be informed before the disciplinary procedure is used. There is a separate procedure

for such cases, Children and Young People's Directorate Model Procedure for the Management of Allegations of Abuse against Teachers and Other Staff.

## 7. Appeal Rights

### 7.1 Appeal Against A Recorded Verbal Warning (Level 1), Written Warning (Level 2) or A Final Written Warning (Level 3)

The employee's right of appeal against a Level 1, 2 or 3 warning will be to the Headteacher, if it was heard by another member of the School Leadership Team/Manager. If the case was heard by the Headteacher/Governor(s), the right of appeal would normally be as follows:-

-	Level 1	1 Governor
	Level 2	1 Governor
	Level 3	A panel of 3 Governors (or at least the same number as heard the case)

This is in line with Section 4, where recommendations are made in relation to who should hear disciplinary cases at various levels of the procedure.

7.2 The employee must write to either the Headteacher or Chair of Governors, as appropriate, within 5 clear working days of receiving a warning, requesting an appeal hearing. **The letter must specify the reasons for an appeal.** The Headteacher/Governor/Governor Panel will seek to hear the appeal within 10 clear working days of receiving the request.

The purpose of the appeal hearing will be to consider grounds upon which the employee is dissatisfied with the issuing of a warning under the Disciplinary Procedure.

The decision will be final and will be confirmed in writing to the employee within 3 clear working days of the appeal hearing.

### 7.3 Appeal Against Dismissal

**An appeal against dismissal will be a rehearing.**

Schools are required to have a Governing Body Appeal Panel.

An employee may appeal against the decision to dismiss by writing to the Chair of Governors. The letter must specify the reasons for appeal. This request must be made within 5 clear working days of receipt of the decision of the

Headteacher/Governing Body Dismissal Panel. The Appeal Panel of the Governing Body will seek to hear the appeal within 10 clear working days of receiving the request.

The decision will be confirmed in writing by the Appeal Panel within 3 clear working days of the Appeal Hearing.

#### **7.4 Appeal Hearings**

The original management statement of case, and any written statement submitted by the employee at the Hearing will be used at the appeal hearing. This should be available to the Headteacher/Manager/Governor(s) hearing the appeal wherever possible at least 5 clear working days before the appeal hearing. No new evidence will normally be submitted.

However where new evidence has become available and has been presented by the employee following a hearing, this should be forwarded in advance to the Headteacher/Manager who presented at the hearing, and to the Headteacher/Manager/Governor(s) hearing the appeal.

The procedure and conduct of appeal hearings is appended at Appendix 2 and 3.

#### **7.5 Dismissals and notice periods are effective from the initial dismissal decision (IDD) i.e. the Dismissal Hearing and not from the Appeal Hearing.**

### **8. Withdrawal of Records**

8.1 A warning will remain live on an employee's personal file for the following periods from the date of the hearing when the warning was issued, unless a Headteacher/Manager/Governor(s) decide(s) to increase these time limits.

Level 1 - Recorded verbal warning  
- 6 months

Level 2 - Written warning  
- 12 months

Level 3 - Final written warning  
- 18 months

8.2 When a warning is expired, the employee will be notified and all written reference to the case will be removed from the personal file. The employee will have access to his/her file.

- 8.3 However, the provisions in respect of withdrawal of records will not apply to holders of posts covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Whilst the warning will remain on file, it is not 'live' and will only be taken into account if it is relevant and reasonable to do so in the context of the responsibility for the protection of children.

# **APPENDIX 1**

## **PROCEDURE FOR DISCIPLINARY/DISMISSAL HEARINGS**

### **Conduct of the Meeting**

#### **Level 1**

- 1.1 The Headteacher/Manager bringing the case will set out the allegation(s) against the employee and the evidence upon which this is based.
- 1.2 If a witness is to be used he/she will be called by the Headteacher/Manager at the appropriate time to give evidence. He/she may be questioned by those present and will then withdraw.
- 1.3 The employee and their representative will have the opportunity of asking questions of the Headteacher/Manager.
- 1.4 The employee and their representative will make their response and set out any evidence in support of his/her position.
- 1.5 If a witness is to be used he/she will be called by the employee (or representative) at the appropriate time to give evidence. He/she may be questioned by those present and will then withdraw.
- 1.6 The Headteacher/Manager and their Adviser will have the opportunity of asking questions of the employee.
- 1.7 The employee will have the opportunity of summing up his/her case and will then withdraw while the Headteacher/Manager and their Adviser considers the information presented.
- 1.8 The employee will be called back into the meeting to hear the decision which will be confirmed in writing within 3 clear working days of the hearing.

#### **Levels 2, 3 and 4**

- 2.1 The Headteacher/Manager bringing the case will set out the allegation(s) against the employee and the evidence upon which this is based.
- 2.2 If a witness is to be used he/she will be called by the Headteacher/Manager at the appropriate time to give evidence. He/she may be questioned by those present and will then withdraw.

- 2.3 The employee and their representative will have the opportunity of asking questions of the Headteacher/Manager, followed by the Headteacher/Manager/Governor(s) and their Adviser, hearing the case
- 2.4 The employee (or representative) will respond and set out any evidence in support of his/her position.
- 2.5 If a witness is to be used he/she will be called by the employee (or representative) at the appropriate time to give evidence. He/she may be questioned by those present and will then withdraw.
- 2.6 The Headteacher/ Manager will have the opportunity of asking questions of the employee, followed by the Headteacher/Manager/Governor(s) and their Adviser
- 2.7 The parties will have the opportunity of summing up following a short adjournment if required. The Headteacher/Manager will sum up first, followed by the employee (or representative). The parties will then withdraw while the Headteacher/Manager/Governor(s) and their Adviser considers the information presented.
- 2.8 The parties will be called back into the Hearing to hear the decision which will be confirmed in writing within 3 clear working days of the hearing.
- 2.9 If the decision is to dismiss the employee, the employee should be informed of this decision together with their right of appeal. The date of the dismissal will be the date of the original Hearing.

## **Decision Making**

- 2.10 The Headteacher/Manager/Governor(s) will deliberate in private with the HR Adviser. Their decision will be based on consideration of the relevant evidence and information presented and will be reasonable given all the circumstances of the case.
- 2.11 An adjournment may be necessary when the Headteacher/Manager/Governor(s) require(s) further information to make their decision.
- 2.12 The Headteacher/Manager/Governor(s) may decide to confirm the Headteacher/ Manager's recommendation, reduce the level of warning or not issue any formal warning.
- 2.13 If points of uncertainty are identified during the deliberation by the Headteacher/Manager/Governor(s) or clarification is required from the parties, both sides will be recalled.

## **APPENDIX 2**

### **PROCEDURE FOR APPEAL AGAINST DISCIPLINARY WARNING AT LEVELS 1, 2 & 3**

The purpose of the appeal hearing will be to consider grounds upon which the employee is dissatisfied with the issuing of a warning under the Disciplinary Procedure.

#### **Conduct of the Meeting**

- 1.1 The employee (or representative) will outline his/her case indicating in detail the reason for the appeal.
- 1.2 If a witness (or witnesses) is to be used he/she will be called by the employee's side at the appropriate time to give evidence. He/she may be questioned by those present and will then withdraw.
- 1.3 The Headteacher/Manager will have the opportunity of asking questions of the employee followed by the Headteacher/Manager/Governor(s) and their Adviser hearing the appeal.
- 1.4 The Headteacher/Manager will respond stating his/her case and presenting appropriate evidence.
- 1.5 If a witness is to be used he/she will be called by the Headteacher/Manager at the appropriate time to give evidence. He/she may be questioned by those present and will then withdraw.
- 1.6 The employee (or representative) will have the opportunity of asking questions of the Headteacher/Manager followed by the Headteacher/Manager/Governor(s) and their Adviser hearing the appeal.
- 1.7 The parties will have the opportunity of summing up following a short adjournment if required: the Headteacher/Manager first, followed by the employee (or representative) and the parties will then withdraw while the Headteacher/Manager/Governor(s) considers the information presented.
- 1.8 The parties will be called back into the meeting to hear the decision which will be confirmed in writing to the parties within 3 clear working days of the meeting.

## Decision Making

- 1.9 The Headteacher/Manager/Governor(s) will deliberate in private with the Adviser. Their decision will be based on consideration of the relevant evidence and information presented and will be reasonable given all the circumstances of the case. An adjournment may be necessary when further information is required to make their decision.
- 1.10 There could be a range of outcomes including confirming the Headteacher/Manager's recommendation, reduction in the level of warning issued or its cancellation.
- 1.11 If points of uncertainty are identified during the Headteacher/Manager/Governor(s) deliberations or clarification is required from the parties, both sides will be recalled.

## **APPENDIX 3**

### **PROCEDURE FOR APPEAL AGAINST DISMISSAL (DISCIPLINARY PROCEDURE)**

- 1.1 **The Appeal will be a re-hearing.** In addition to the evidence presented at a Level 4 Disciplinary Hearing, new evidence may be considered where this was not known or available at the time of the hearing.

Both parties will provide a statement of case to be circulated 5 clear working days before the Appeal Hearing (See Section 7).

- 1.2 The purpose of the appeal hearing will be for the Appeal Panel to consider whether the Dismissal decision was fair and reasonable in all the circumstances of the case.

#### **Conduct of the Meeting**

- 1.3 The Headteacher/Manager, who brought the case for dismissal will present the case.
- 1.4 If a witness is to be used he/she will be called by the Headteacher/Manager to give evidence at the appropriate time. He/she may be questioned by those present and will then withdraw.
- 1.5 The employee (or representative) will have the opportunity of asking questions of the Headteacher/Manager's case followed by the Appeal Panel/Adviser.
- 1.6 The employee (or representative) will respond stating his/her case.
- 1.7 If a witness (or witnesses) is to be used he/she will be called by the employee (or representative) to give evidence at the appropriate time. He/she may be questioned by those present and will then withdraw.
- 1.8 The Headteacher/Manager will have the opportunity of asking questions of the employee followed by the Appeal Panel/Adviser.
- 1.9 Both parties will have the opportunity of summing up following a short adjournment if required: the Headteacher/Manager first, followed by the employee (or representative) and the parties will then withdraw while the Appeal Panel considers the information presented.
- 1.10 Both parties will be called back into the meeting to hear the decision which will be confirmed in writing to the parties within 3 clear working days of the meeting. If the decision is not to uphold the employee's appeal, it is at this stage that external appeal rights will be confirmed and

notification will be sent to the Executive Director, Children and Young People, to issue a dismissal notice within 14 days.

## **Decision Making**

- 1.11 The Appeal Panel will deliberate in private with the HR Adviser. The Appeal Panel's decision will be based on the relevant evidence and information presented and will determine whether the Dismissal Decision is reasonable given all the circumstances of the case.
- 1.12 If the decision is to uphold the employee's appeal against dismissal, it is at this stage that notification be sent to the Executive Director Children and Young People to withdraw the dismissal notice.
- 1.13 An adjournment may be necessary when the Appeal Panel requires further information to make their decision.
- 1.14 If points of uncertainty are identified during the Appeal Panel's deliberations or clarification is required from the parties, both sides will be recalled.

## RECOMMENDED ATTENDANCE AT DISCIPLINARY HEARINGS / APPEALS

	Investigation	Hearing	
<b>Level 1</b>	<b>Manager</b> <b>Leadership Team</b> -----> <b>Headteacher</b> -----> ----->	<b>As per investigation</b> <b>As per investigation</b> -----> <b>As per investigation</b> -----> ----->	
<b>Level 2</b>	<b>Manager</b> <b>Leadership Team</b> -----> <b>Headteacher</b> -----> ----->	<b>Leadership Team</b> <b>Headteacher</b> -----> <b>1 Governor</b> -----> ----->	
<b>Level 3</b>	<b>Manager</b> -----> <b>Leadership Team</b> -----> <b>Headteacher</b> -----> ----->	<b>Leadership Team</b> -----> <b>Headteacher</b> -----> <b>Governor Panel <sup>*1</sup></b> -----> ----->	
<b>Level 4</b>	<b>Manager/Leadership Team</b> -----> <b>Headteacher</b> -----> ----->	<b>Headteacher</b> -----> <b>Dismissal Panel <sup>*2</sup></b> -----> ----->	

\*1 Under the School Staffing Regulation (2003) there is no requirement to have a panel of Governors unless the governing body agrees. However, it is recommended that, where the Headteacher presents a case at level 3, a panel of Governors should be convened. This is a final written warning.

\*2 If the minimum requirement of 3 Governors cannot be met, a panel may comprise of 2 Governors. The number of Governors should not be less than on the dismissal panel.

**Invitation to an informal meeting to discuss areas of concern**

# Date

#  
#  
#

Dear #

There are a number of areas of concern that # and I have in relation to your professional conduct at # School.

Therefore, I wish to arrange an informal meeting with you in order to discuss these concerns and agree a way forward.

The concerns I wish to discuss include

#  
#  
#  
#  
#

You may wish to seek the advice of a trade union representative or other City Council employee in this matter

Yours sincerely

#  
Manager/Headteacher

# Date

#  
#  
#

Dear #

### **DISCIPLINARY INVESTIGATION MEETING**

Further to our telephone conversation of / letter of # (date), I can confirm that you are required to attend a disciplinary investigation meeting in line with Schools Disciplinary Procedure. # You have already been provided with a copy of this.

The investigation is into allegations that # (details). The meeting is to be held on # (date) at # (time), at the # (venue). Please report to # reception, and ask for #.

# I note that you are currently suspended from your # post at # pending the outcome of the investigation.

# I must advise you that if serious allegations emerge, suspension from your post at the school may be considered.

The meeting will be attended by myself, #, Deputy# advised by # from Children and Young People's Human Resources.

You have the right to be accompanied by a trade union representative or other City Council employee at this meeting and I advise you to exercise this right.

If you have any queries concerning the above please contact either myself on #, or #, Children and Young People's Human Resources on # (tel).

Yours sincerely

#Manager / Headteacher

cc Trade Union Representative  
# Children and Young People's Human Resources

**Letter to request witnesses to an investigation meeting**

# Date

#

#

Dear

**DISCIPLINARY INVESTIGATION**

Allegations related to # in the school have been made against #, which are being investigated under the Schools Disciplinary Procedure. You have been identified as someone who may help in providing information relating to this investigation. May I reassure you that you are not the subject of this investigation.

The investigation team is #, Headteacher, #, Deputy Head and #, Children and Young People's Human Resources. The meeting you are requested/ required (for employees) to attend will be held # (time) of # (date) at # School.

You have the right to be accompanied by a Trade Union Representative or other City Council employee. However, any details regarding the investigation, including this request to attend the meeting, should not be discussed with anyone else and be kept confidential.

If you require any further information or have any queries related to this meeting please do not hesitate to contact me at school or #, Children and Young People's Human Resources on # (tel).

Yours sincerely

#Manager / Headteacher

cc Trade Union Representative  
# Children and Young People's Human Resources

# Date

#

Dear #

### **ATTENDANCE AT LEVEL 1 DISCIPLINARY HEARING**

I am writing to inform you that, # further to a recent investigation, you are required to attend a disciplinary hearing at Level 1 of # (name) School's disciplinary procedure. The hearing will take place on # (date) at # (time) to be held in # (room) at # (venue). # I apologise for the delay in organising a suitable date however it has been difficult to find a date and time, which fits with your representative's availability and that of the Children and Young People's Human Resources Adviser.

At the hearing you will be required to answer the following allegation#(s):

#Details of allegations.

At the meeting I will be advised by # Children and Young People's Human Resources

You have the right of representation by a trade union representative or other City Council employee at the hearing and I advise you to exercise this right. # I must advise you that if you do not attend the hearing a decision may be taken in your absence.

If you wish to submit a response in writing, please forward this to me.

I must advise you that if the management case is upheld then you may be issued with a Level 1 recorded verbal warning which will remain on your personnel file for 6 months.

#I have sent a copy of this letter to your trade union representative.

If you have any queries concerning the above please contact either myself # (Manager /Headteacher presenting) or #, Children and Young People's Human Resources advising manager presenting on # (tel).

Yours sincerely

#Manager / Headteacher

cc Trade Union Representative  
# Children and Young People's Human Resources

# Date

#

Dear #

## ATTENDANCE AT LEVEL 2 DISCIPLINARY HEARING

I am writing to inform you that, # further to a recent investigation, you are required to attend a disciplinary hearing at Level 2 of # (name) School's disciplinary procedure. The hearing will take place on # (date) at # (time) to be held in # (room) at # (venue). # I apologise for the delay in organising a suitable date however it has been difficult to find a date and time, which fits with your representative's availability and that of the Children and Young People's Human Resources Adviser.

At the hearing you will be required to answer the following allegation(s):

#Details of allegations.

The case will be heard by # (Headteacher/Governor's name), advised by #, Children and Young People's Human Resources. Management's case will be presented by # (Manager's / Headteacher's name and post title) advised by #, Children and Young People's Human Resources.

You have the right of representation by a trade union representative or City Council employee at the Hearing and I advise you to exercise this right. # I must advise you that if you do not attend the hearing a decision may be taken in your absence.

Attached is a statement of case which will be presented at the hearing I enclose (or you already have) the Disciplinary Procedure which includes the guidance on the conduct of the hearing. Any written statement outlining your case must be submitted at least one clear working day in advance of the Hearing. Please forward this to me and I will arrange for it to be distributed.

I must advise you that if the management case is upheld then you may be issued with a Level 2 written warning which will remain on your personnel file for 12 months.

I have sent a copy of this letter to your trade union representative.

If you have any queries concerning the above please contact either myself # (manager/ Headteacher presenting) or #, Children and Young People's Human Resources on # (tel).

Yours sincerely

#Manager / Headteacher

cc Trade Union Representative  
# Children and Young People's Human Resources

# Date

#

Dear #

### **ATTENDANCE AT LEVEL 3 DISCIPLINARY HEARING**

I am writing to inform you that, # further to a recent investigation, you are required to attend a disciplinary hearing at Level 3 of # (name) School's disciplinary procedure. The hearing will take place on # (date) at # (time) to be held in # (room) at # (venue). # I apologise for the delay in organising a suitable date however it has been difficult to find a date and time, which fits with your representative's availability and that of Governors and Children and Young People's Human Resources Advisers.

At the hearing you will be required to answer the following allegation(s):

#Details of allegations.

The case will be heard by # (Headteacher/Governor panel names), advised by #, Children and Young People's Human Resources. Management's case will be presented by # (Manager's / Headteacher's name and post title) advised by #, Children and Young People's Human Resources.

You have the right of representation by a trade union representative or other City Council employee at the hearing and I strongly advise you to exercise this right. # I must advise you that if you do not attend the hearing a decision may be taken in your absence.

Attached is a statement of case which will be presented at the hearing I enclose (or you already have) the Disciplinary Procedure which includes the guidance on the conduct of the hearing. Any written statement outlining your case must be submitted at least one working day in advance of the Hearing. Please forward this to me and I will arrange for it to be distributed.

I must advise you that if the management case is upheld then you may be issued with a Level 3 final written warning which will remain on your personnel file for 18 months.

I have sent a copy of this letter to your trade union representative.

If you have any queries concerning the above please contact either myself # (Manager /Headteacher presenting) or #, Children and Young People's Human Resources on # (tel).

Yours sincerely

#Manager / Headteacher

cc Trade Union Representative  
# Children and Young People's Human Resources.

# Date

#

Dear #

#### **ATTENDANCE AT LEVEL 4 DISMISSAL HEARING**

I write to confirm that you are required to attend a disciplinary hearing to consider dismissal in accordance with # School's Disciplinary Procedure. The hearing will take place on # at (time) to be held in # (room) at # School.

# I apologise for the delay in organising a suitable date however it has been difficult to find a date and time, which fits with your representative's availability and that of Governors and Children and Young People's Human Resources Advisers.

At the hearing you will be required to answer the following allegations:

# Details of allegations.

The case will be heard by # Headteacher/# Dismissal Panel (names), advised by #, Children and Young People's Human Resources. Management's case will be presented by # and advised by #, Children and Young People's Human Resources.

You have the right of representation by a trade union representative or other City Council employee at the Hearing and I strongly advise you to exercise this right. # (I must advise you that if you do not attend the Hearing a decision may be taken by the panel in your absence.

Please find enclosed a copy of the management statement of case which will be presented at the Hearing. I enclose (or you already have) the Disciplinary Procedure which includes the guidance on the conduct of the Hearing. Any written statement outlining your case must be submitted at least five clear working days in advance of the Hearing. Please forward this to me prior to the Hearing and I will arrange for it to be distributed.

I must advise you that should the management case be found to be upheld then you may be dismissed #with/without notice from the employment of # School, subject to your right of appeal.

I have sent a copy of this letter to your Trade Union Representative.

#If you inform me of the name of your representative I will arrange for a copy of this letter to be sent to them.

If you have any queries concerning the above please contact either myself or #, Children and Young People's Human Resources on # (tel).

Yours sincerely

# Headteacher

cc Trade Union Representative  
# Children and Young People's Human Resources

# Date  
#

Dear #

### **NOTICE OF APPEAL HEARING**

I am writing further to your letter of # regarding your appeal against the decision to issue you

# with a written warning under Level # of the disciplinary procedure for # School

# with a dismissal notice under the disciplinary procedure for # School.

# I apologise for the delay in organising a suitable date however it has been difficult to find a date and time, which fits with your representative's availability and that of Governors and Children and Young People's Human Resources Advisers.

The appeal hearing has been arranged for # at # at # School.

# You have the right of representation by a Trade Union Representative or other City Council employee at the hearing and I advise you to exercise this right. # (I must advise you that if you do not attend the Hearing a decision may be taken by the panel in your absence.

# Headteacher/Governor/Panel of Governors (names) advised by #, Children and Young People's Human Resources will hear the Appeal. The management case will be presented by the #Headteacher/Manager, advised by #, Children and Young People's Human Resources.

Please find attached the papers for the Appeal Hearing (if applicable), which have been sent to the Headteacher/Governor/panel of Governors considering the Appeal.

# As this is an appeal against level 1/2/3 the hearing will commence with your presentation followed by that of the Headteacher. OR

# As this is an appeal against dismissal, this will be a rehearing. The original management statement of case, and any written statement submitted by you at the Hearing will be used at the appeal hearing. No new evidence will be submitted (specify if this is different and the reasons for it).

If you have any queries concerning this matter please do not hesitate to contact #, Children and Young People's Human Resources on # (tel).

Yours sincerely

# Governor Name  
Chair of Governing Body

cc      Headteacher  
          Trade Union Representative  
          Governor(s) hearing Appeal  
          # Children and Young People's Human Resources

## Notification of Suspension Meeting

# Date

#

Dear #

I am writing to inform you that allegations have been made that you have been #, at #. I therefore require you to meet with me to enable you to have an opportunity to make an initial response to these allegations.

You are required to attend a meeting in line with the School's Disciplinary Procedure, a copy of which is enclosed. The meeting is to be held on # (date) at # (time) at # (venue).

You should be aware that the outcome of these discussions could result in your suspension from your post as # at # School pending a full investigation.

The meeting will be attended by myself, advised by # from Children and Young People's Human Resources.

You have the right of representation by a Trade Union Representative or other City Council employee at this and any subsequent meeting and I advise you to exercise this right.

# In recognition of the impact of this letter and your need to prepare for the meeting, you are not required to attend work today and appropriate cover arrangements have been put in place.

If you have any queries concerning the above please contact me on # or #, Children and Young People's Human Resources on # (tel).

Yours sincerely

Headteacher/Manager

cc Trade Union Representative  
# Children and Young People's Human Resources

# Date

#

Dear #

## **SUSPENSION FROM DUTY**

I write to confirm the outcome of the meeting on # at #. Those present at the meeting were myself, advised by #, Children and Young People's Human Resources and yourself, together with your trade union representative / other person employed by the City Council.

At this meeting you were suspended on full pay for 10 working days i.e. until # from your post of #. The suspension is in accordance with the provisions of the School's Disciplinary Procedure.

The reason for the suspension is to enable an investigation to take place into #allegations of potential gross misconduct. The allegations under investigation are:

- 

You were advised that disciplinary action may result from the investigation which could lead to your dismissal and you were given a copy of the # school's disciplinary procedure for teaching and support staff.

# I enclose a copy of the school's disciplinary procedure.

During your suspension you should not enter # school premises unless specifically requested to do so nor should you make contact with colleagues without prior permission from myself.

I confirm that this suspension is not in itself a disciplinary measure, but is a measure to enable a fuller investigation to be conducted into the allegations. You will continue to receive full pay for the duration of the suspension, which will be kept to the minimum time possible. If it is necessary for the suspension to exceed 10 working days both you and your representative will be informed accordingly.

You may be required to attend meetings as part of the investigation while you are suspended. You have the right to be accompanied by either a Trade Union representative or other person employed by the City Council at these meetings.

You may wish to draw on the services of the Occupational Health Nurse who is based at the Bannerdale Centre, Carterknowle Road, and can be contacted on 0114 2930913.

# Return any possessions belonging to school.

# Arrange for school to return anything belonging to you.

I am sending a copy of this letter to your trade union representative/ colleague.

If you have any queries regarding this matter please do not hesitate to contact either myself or #, Children and Young People's Human Resources on # (tel)

Yours sincerely

# Manager / Headteacher

cc Trade Union Representative  
# Children and Young People's Human Resources.

# Date

#

Dear #

### **EXTENSION TO SUSPENSION**

I am writing further to my letter of # (date of suspension letter) to inform you that I am extending the period of your suspension on full pay.

The reason for this extension is # (details e.g. to allow for completion of the investigation into allegations of gross misconduct/availability of witnesses). Your Trade Union Representative # (name) has been informed that the suspension has been extended until # (date).

I would remind you that you should not enter # school premises unless specifically requested to do so nor should you make contact with colleagues without prior permission from myself.

I am sending a copy of this letter to your Trade Union Representative.

If you have any queries concerning the above please do not hesitate to contact either myself on # (tel no) or #, Children and Young People's Human Resources on # (tel).

Yours sincerely

# Manager / Headteacher

cc      Trade Union Representative  
          # Children and Young People's Human Resources