



PLYMSTOCK SCHOOL

Disciplinary Procedure Policy

Governors' Committee: Personnel

Lead Officer: Headteacher

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1. Policy statement

- 1.1 The aims of this Disciplinary Procedure and its associated Disciplinary Rules are to set out the standards of conduct expected of all staff and to provide a framework within which Headteachers, Managers and Governors can work with employees to maintain satisfactory standards of conduct and to encourage improvement where necessary.
- 1.2 It is the School's policy to ensure that any disciplinary matter is dealt with fairly and that steps are taken to establish the facts and to give employees the opportunity to respond before taking any formal action.
- 1.3 This procedure does not form part of any employee's contract of employment and it may be amended at any time following consultation. We may also vary application of this procedure, including any time scales

for action, as appropriate. The policy has been implemented following consultation with staff and recognised trade unions. It has been formally adopted by the Governing Body.

2. Scope and purpose of policy

- 2.1 The procedure applies to all employees regardless of length of service excluding those in their probationary period where separate arrangements apply. It does not apply to agency workers (including supply teachers), private supply teachers or self-employed contractors.
- 2.2 This procedure is used to deal with misconduct. It does not apply to cases involving genuine sickness absence, proposed redundancies or poor performance. In those cases, reference should be made to the appropriate policy.
- 2.3 Minor conduct issues can often be resolved informally between employees and their line manager. These discussions should be held in private and without undue delay whenever there is cause for concern. Where appropriate, a note of any such informal discussions may be placed on the employee's personnel file. In some cases, an informal verbal warning or instruction may be given, which will not form part of the disciplinary records. Formal steps will be taken under this procedure if the matter is not resolved, or if informal discussion is not appropriate (for example, because of the seriousness of the allegation).
- 2.4 Employees will not normally be dismissed for a first act of misconduct, unless the School decides that the conduct amounts to gross misconduct or the employee has not completed a probationary period.
- 2.5 As recognisable figures in the local community, the behaviour and conduct of staff outside of work can impact on their employment. Therefore, conduct outside work may be treated as a disciplinary matter if it is considered that it is relevant to the employee's employment (see disciplinary rules).

3. Confidentiality

- 3.1 It is the aim of the School to deal with disciplinary matters sensitively and with due respect for the privacy of any individuals involved. All employees must treat as confidential any information communicated to them about an investigation or disciplinary matter.
- 3.2 Employees, and anyone accompanying them (including witnesses), must not make electronic recordings of any meetings or hearings conducted under this procedure.
- 3.3 Employees will normally be told the names of any witnesses whose evidence is relevant to disciplinary proceedings against them, unless there is good reason that a witness's identity should remain confidential.

4. Allegations

- 4.1 Allegations may be brought to the School's attention in a number of ways and through a variety of sources. Appendix 1 sets out the disciplinary rules. As with disclosures made by children and young people, adults

need to be aware that in making an allegation it is not always possible to keep the matter confidential. The Headteacher will need to decide upon the most appropriate course of action and may choose to proceed with an investigation even if the person making the allegation does not want them to.

- 4.2 Allegations which involve issues of child protection and/or abuse of children by staff should be referred immediately to the Headteacher, who in turn will liaise with the Local Authority Designated Officer (LADO). See Appendix 2 for further guidance on the management of this type of allegation. No further action under this procedure will usually be taken until the LADO has been consulted. If the concern relates to the Headteacher, it should be referred to the Chair of Governors straight away.

5. **Investigations**

- 5.1 Upon receiving any allegations against employees it is likely that further information will be required to establish what the next course of action should be. The Headteacher or Manager should seek to establish the basic facts of the situation; this may involve looking at records, speaking to witnesses, reviewing CCTV etc.

- 5.2 Preliminary Investigation meeting

A preliminary investigation meeting may be held with the employee to establish the basic facts of the circumstance and to enable the Headteacher or Manager to determine whether further investigation is required. Wherever possible, the employee will be informed in writing of the allegations being made. Such a meeting can sometimes give a reasonable explanation in response to allegations which then enables the matter to be concluded. A preliminary meeting will not be required in all cases and it is for the Headteacher/Manager to decide if this is appropriate. If the complaint/allegation relates to the Headteacher, the Chair of Governors will initiate the preliminary investigation meeting

- 5.3 Investigating Officer

After a preliminary investigation where it is determined that there is a need for investigation, or if the concerns are serious enough to warrant a full investigation immediately, the Headteacher/Manager will usually appoint an Investigating Officer to carry out the investigation. This will be an appropriate person to the nature of the allegations and the role of the employee. In the case of allegations made against the Headteacher the Chair of Governors will be responsible for the management of the procedure and determining an appropriate investigating officer, either internally or externally.

- 5.4 Further investigation

The purpose of an investigation is to establish a fair and balanced view of the facts relating to any disciplinary allegations made against an employee, before deciding whether to proceed with a disciplinary hearing. The amount of investigation required will depend on the nature of the allegations and will vary from case to case. It may involve interviewing

and taking statements from the employee and any witnesses, and/or reviewing relevant documents and other information.

5.5 Interviewing witnesses

It may be necessary to interview witnesses who may have information that is relevant to the allegations. The witness will be informed of the nature and purpose of the investigation. A record of the meeting will be made and the witness will have the opportunity to review the record, make amendments for clarification purposes and sign and date the record. The School recognises that some employees may find this difficult or worrying, however all employees are expected to fully participate in any such investigation. The Investigating Officer will avoid interviewing pupils unnecessarily. If it is necessary to interview pupils, their parents/guardians will be advised and their consent obtained.

5.6 Interviewing the employee

Investigation meetings are solely for the purpose of fact-finding and no decision on disciplinary action will be taken until after a disciplinary hearing has been held. Employees do not normally have the right to bring a companion to an investigation meeting. However, employees are allowed to bring a trade union representative or work colleague to the investigation meeting if they are available. No rearrangements will be made to the time and date of the investigation meeting to enable a companion to attend. A record of the meeting will be made and the employee will have the opportunity to review the record, make amendments for clarification purposes and sign and date the record.

5.7 Employees must co-operate fully and promptly in any investigation. This will include providing the names of any relevant witnesses, disclosing any relevant documents or information and attending investigative interviews if required. Noting that each investigation will vary in length and complexity, it will be completed in as short a time frame as possible.

6. Criminal charges

6.1 Where conduct is the subject of a criminal investigation, charge or conviction, the facts will be investigated before deciding whether to take formal disciplinary action. Disciplinary action will not be automatic and will depend upon the circumstances. Employees are to inform their Headteacher/Manager immediately if they are involved in a criminal investigation, or are subject to a charge or conviction.

6.2 The School will not usually wait for the outcome of any prosecution before deciding what action, if any, to take. Where employees are unable or have been advised not to attend an investigation meeting or disciplinary hearing or say anything about a pending criminal matter, a decision may have to be made based on the available evidence.

6.3 A criminal investigation, charge or conviction relating to conduct outside work may be treated as a disciplinary matter if it is considered that it is relevant to the employee's employment.

6.4 Where a criminal investigation relates to allegations of abuse of children or

young people the School will co-operate and share information about the employee with other relevant agencies as appropriate.

7. Suspension

- 7.1 In some circumstances it may be necessary to suspend the employee from work. The suspension will be for no longer than is necessary to investigate the allegations and conclude the disciplinary process. The arrangements will be confirmed to the employee in writing within 5 working days of the decision to suspend being made.
- 7.2 Suspension of this kind is not a disciplinary penalty and does not imply that any decision has already been made about the allegations. Employees will continue to receive full salary and benefits during the period of suspension.
- 7.3 Alternatives to suspension, for example re-organisation of duties, work location; temporary redeployment to another role etc will be explored where relevant before a decision to suspend is made. The nature and severity of the allegations will need to be considered as will the employee's role within the School.
- 7.4 Where allegations are made that involve the protection of children, suspension will not be considered to be automatic. A reasoned decision will be made based on all available information. Additional information on the management of these allegations is available in Appendix 2.
- 7.5 The suspension will be kept under review as the investigation progresses. As information is gathered, it may become appropriate to lift the suspension during the course of the investigation or prior to any disciplinary hearing.

The decision to suspend an employee may be made by the Headteacher.

8. Disciplinary hearing

- 8.1 Following any investigation, if there are grounds for disciplinary action, the employee will be required to attend a disciplinary hearing. The employee will be informed in writing of the allegations against them, the basis for those allegations, and what the likely range of consequences will be if it is decided at the hearing that the allegations are true. The following will also be included where appropriate:
- (a) a summary of relevant information gathered during the investigation;
 - (b) a copy of any relevant documents which will be used at the disciplinary hearing; and
 - (c) a copy of any relevant witness statements, except where a witness's identity is to be kept confidential, in which case as much information as possible will be provided while maintaining confidentiality.
- 8.2 Ten working days' notice of the date, time and place of the disciplinary hearing will be given to provide the employee with a reasonable amount of time to prepare their case based on the information that they have been

provided with. The hearing will be arranged as soon as is practicably possible.

- 8.3 The Headteacher/Manager will be responsible for ensuring that all of the arrangements for the hearing are made and that the employee receives the appropriate paperwork and notice of the hearing.

9. Role of Companion at Meetings and Hearings

- 9.1 An employee may bring a companion to all meetings under this policy. The companion may be either a trade union representative or a work colleague. The employee should inform the Headteacher/Manager conducting the meetings who their chosen companion is, in good time before the hearing.

- 9.2 Should the employee choose to bring a companion to the hearing, they will be responsible for making these arrangements and for providing their companion with any paperwork that they require for the hearing. Acting as a companion is voluntary and your colleagues are under no obligation to do so. If they agree to do so they will be allowed reasonable time off from duties without loss of pay to act as a companion.

- 9.3 If the choice of companion is unreasonable the employee can be asked to choose someone else, for example:

- (a) if they have a conflict of interest or may prejudice the meeting; or
- (b) if the companion works at another site and someone reasonably suitable is available at the site at which the employee works; or
- (c) if the companion is not available at the time a meeting is scheduled and will not be available for more than five working days afterwards.

- 9.4 A companion may make representations, ask questions, and sum up the employee's position, but will not be allowed to answer questions on the employee's behalf. The employee may confer privately with their companion at any time during a meeting

10. Procedure at disciplinary hearings

- 10.1 If the employee and/or their companion cannot attend the hearing they should inform the Headteacher/Manager immediately and consideration will be given to arranging an alternative time. Employees must make every effort to attend the hearing and failure to attend without good reason may be treated as misconduct. Failure to attend without good reason, or persistent inability to do so (for example for health reasons), may lead to a decision being taken based on the available evidence.

- 10.2 If the employee chooses not to attend the hearing they may choose to send a written statement for consideration at the hearing.

- 10.3 The hearing will be chaired by the Headteacher/Manager/Governor (if relates to Headteacher). The Investigating Officer and possibly a member of the Human Resources department may also be present.

- 10.4 At the disciplinary hearing the Investigating Officer will go through the

allegations against the employee and the evidence that has been gathered. The employee will be able to respond and present any evidence of their own. The companion may make representations to the panel and ask questions, but should not answer questions on the employee's behalf. The employee may confer privately with the companion at any time during the hearing.

- 10.5 Relevant witnesses may be asked by the Investigating Officer or the employee to appear at the hearing. The employee must give sufficient advance notice if they wish to call witnesses to ensure that there is time to arrange their attendance. The employee will be given the opportunity to respond to any information given by a witness. However, the employee will not normally be permitted to cross-examine witnesses unless, in exceptional circumstances, the Chair decides that a fair hearing could not be held otherwise.
- 10.6 The panel will have the opportunity to ask questions of both parties and any witnesses during the hearing.
- 10.7 The Chair may adjourn the disciplinary hearing if there is a need to carry out any further investigations such as re-interviewing witnesses in the light of any new points that have been raised at the hearing. The employee will be given a reasonable opportunity to consider any new information obtained before the hearing is reconvened.
- 10.8 Each party will be given the opportunity to summarise their case, after which all parties, other than those on the panel will withdraw whilst the panel make their decision.
- 10.9 The employee will be informed in writing of the decision and the reasons for it, usually within 5 working days of the disciplinary hearing. Where possible this information will also be explained to the employee in person. If a warning is issued, the length of time it will remain live will also be confirmed. The employees' right of appeal will also be confirmed.

11. Disciplinary penalties

- 11.1 The panel may find that there is no case to answer and may refer the case back to an informal process. Alternatively the panel may give the employee a disciplinary warning or dismiss them.
- 11.2 The usual penalties for misconduct are set out below. No penalty should be imposed without a hearing. The School aims to treat all employees fairly and consistently, and a penalty imposed on another employee for similar misconduct will usually be taken into account but should not be treated as a precedent. Each case will be assessed on its own merits.
- 11.3 Oral warning. An oral warning may be issued for minor breaches of discipline. This would remain on file for a period of 6 months.
- 11.4 Formal written warning. A formal written warning may be authorised by the panel. It will usually be appropriate for a first act of misconduct where there are no other active written warnings on the employee's disciplinary record. This would remain on file for a period of 6 months.
- 11.5 Final written warning. A final written warning may be authorised by panel.

It will usually be appropriate for:

- (a) misconduct where there is already an active written warning on the employee's record; or
- (b) misconduct that is considered sufficiently serious to warrant a final written warning even though there are no other active warnings on the record.

This would remain on file for a period of 12 months.

11.6 Dismissal. Dismissal may be authorised by the panel. It will usually only be appropriate for:

- (a) any misconduct during the probationary period;
- (b) further misconduct where there is an active final written warning on the record; or
- (c) any gross misconduct regardless of whether there are active warnings on the record. Gross misconduct will usually result in immediate dismissal without notice or payment in lieu of notice (summary dismissal).

12. **The effect of a warning**

12.1 Written warnings will set out the nature of the misconduct, the change in behaviour required, the period for which the warning will remain active, and the likely consequences of further misconduct in that active period.

12.2 An oral and formal written warning will usually remain active for six months and a final written warning will usually remain active for 12 months.

12.3 After the active period, the warning will remain permanently on the employee's personnel file but will be disregarded in deciding the outcome of future disciplinary proceedings.

13. **Appeals against disciplinary action**

13.1 There is no right to appeal against the issuing of an oral warning; however, the employee has the right to appeal against any other disciplinary action taken against them. This must be in writing, stating the full grounds of appeal and sent to the Clerk to Governors within 10 working days of the date on which the employee was informed of the decision.

13.2 If the employee is appealing against dismissal, the date on which dismissal takes effect will not be delayed pending the outcome of the appeal. However, if the appeal is successful they will be reinstated with no loss of continuity or pay.

13.3 If any new matters are raised in the appeal hearing, further investigation may need to be carried out. The Chair may adjourn the appeal hearing if there is a need to carry out any further investigations such as re-interviewing witnesses in the light of any new points that have been raised at the hearing. If any new information comes to light this will be provided to the employee with a summary including, where appropriate, copies of

additional relevant documents and witness statements. The employee will have a reasonable opportunity to consider this information before the hearing is reconvened.

- 13.4 The employee must be given written notice of the date, time and place of the appeal hearing. This will normally be no less than 10 working days. The employee may bring a companion to the appeal hearing (see paragraph 9).
- 13.5 Where possible, the appeal hearing will be conducted by a panel of Governors who have not been previously involved in the case. The hearing may be a complete re-hearing or it may be a review of the fairness of the original decision in the light of the procedure that was followed and any new information that may have come to light. This will be at the Governors' discretion depending on the circumstances of the case. In any event the appeal will be dealt with as impartially as possible.
- 13.6 Following the appeal hearing the panel may:
 - (a) confirm the original decision;
 - (b) revoke the original decision; or
 - (c) substitute a different penalty. Ordinarily a penalty will not be increased on appeal unless there is new information or evidence being available that requires further investigation
- 13.7 The employee will be informed in writing of the decision and the reasons for it, usually within 5 working days of the appeal hearing. Where possible this information will also be explained to the employee in person. There is no further right to appeal.

14. Referrals to external bodies

In cases where employees are dismissed or resign during a disciplinary process a referral to the Disclosure and Barring Service and Secretary of State will be made where the thresholds for referral are met.

15. Review of policy

This policy is reviewed and amended annually by School. We will monitor the application and outcomes of this policy to ensure it is working effectively.

Appendix 1 - Disciplinary rules

1 Policy statement

- 1.1 The aim of the Disciplinary Rules and Disciplinary Procedure is to set out the standards of conduct expected of all staff and to provide a framework within which the Headteacher and line managers can work with staff to maintain those standards and encourage improvement where necessary.
- 1.2 If any employee is in any doubt as to their responsibilities or the standards of conduct expected they should speak to their line manager or a member of Human Resources.

2 Rules of conduct

- 2.1 While working for School you should at all times maintain professional and responsible standards of conduct. In particular you should:
 - (a) observe the terms and conditions of your contract, particularly with regard to:
 - hours of work;**
 - confidentiality;**
 - (b) ensure that you understand and follow our Code of Conduct;
 - (c) observe all of the School's policies, procedures and regulations which are [included in the Staff Handbook] or notified to you from time to time by means of notice boards, e-mail, the intranet or otherwise;
 - (d) take reasonable care in respect of the health and safety of colleagues, pupils and third parties and comply with our Health and Safety Policy;
 - (e) comply with all reasonable instructions given by the Headteacher and managers; and
 - (f) act at all times in good faith and in the best interests of the School and those of our pupils and staff.
- 2.2 Failure to maintain satisfactory standards of conduct may result in action being taken under the Disciplinary Procedure.

Misconduct

- 2.3 The following are examples of matters that will normally be regarded as misconduct and will be dealt with under the Disciplinary Procedure:
 - a) Minor breaches of the School's policies which include but are not limited to, the Sickness Absence Policy, Electronic Information and Communications Systems Policy, and Health and Safety Policy, etc
 - b) Minor breaches of an employee's contract of employment;
 - c) Damage to, or unauthorised use of, the School's property;
 - d) Poor timekeeping or time wasting;

- e) Unauthorised absence from work;
- f) Refusal to follow instructions;
- g) Excessive use of the School's telephones, email or internet usage for personal reasons;
- h) Inappropriate or other offensive behaviour, including using obscene language, victimisation or harassment of other members of staff;
- i) Negligence in the performance of duties;
- j) Smoking in no-smoking areas; or
- k) Poor attendance.

This list is intended as a guide and is not exhaustive.

Gross misconduct

2.4 Gross misconduct is a serious breach of contract and includes misconduct which, in the opinion of the School, is likely to prejudice its business or reputation or irreparably damage the working relationship and trust between the School and the employee. Gross misconduct will be dealt with under the Disciplinary Procedure and may lead to dismissal without notice or pay in lieu of notice (summary dismissal).

2.5 The following are examples of matters that are normally regarded as gross misconduct:

- a) Theft, or unauthorised removal of School property or the property of a colleague, contractor, pupil or member of the public;
- b) Fraud, forgery or other dishonesty, including fabrication of expense claims and time sheets, pupil's work, examinations or assessments;
- c) Actual or threatened violence, or behaviour which provokes violence;
- d) Deliberate damage to the buildings, fittings, property or equipment of the School, or the property of a colleague, contractor, pupil or member of the public;
- e) Inappropriate conduct with children or young people, including failing to maintain appropriate professional boundaries;
- f) Serious failure to follow the School's child protection procedures;
- g) Serious misuse of the School's property or name;
- h) Deliberately accessing internet sites at work or at home, which contain pornographic, offensive or obscene material, using School equipment;
- i) Repeated or serious failure to obey instructions, or any other serious act of insubordination;
- j) Bringing the School into serious disrepute;
- k) Being under the influence of alcohol, illegal drugs or other substances during working hours or not being capable of fulfilling

your duties because of the effects of alcohol or illegal drugs or other substances.

- l) Causing loss, damage or injury through serious negligence;
- m) Serious or repeated breach of health and safety rules or serious misuse of safety equipment;
- n) Unauthorised use or disclosure of confidential information or failure to ensure that confidential information in your possession is kept secure;
- o) Conviction or caution for a criminal offence that in the opinion of the School may affect our reputation or our relationships with our staff, pupils, parents or the public, or otherwise affects your suitability to continue to work for us;
- p) Possession, use, supply or attempted supply of illegal drugs;
- q) Serious neglect of duties, or a serious or deliberate breach of your contract or operating procedures;
- r) Unauthorised use, processing or disclosure of personal data contrary to our Data Protection Policy;
- s) Harassment of, or discrimination against, employees, pupils, parents or members of the public, related to any of the protected characteristics;
- t) Refusal to disclose any of the information required by your employment or any other information that may have a bearing on the performance of your duties;
- u) Giving false information as to qualifications or entitlement to work (including immigration status);
- v) Making a disclosure of false or misleading information under our Whistleblowing Policy maliciously, for personal gain, or otherwise in bad faith;
- w) Making untrue allegations in bad faith against a colleague;
- x) Serious misuse of our information technology systems (including misuse of developed or licensed software, use of unauthorised software and misuse of email and the internet) contrary to our ICT user policy;
- y) Undertaking unauthorised paid or unpaid employment during your working hours;
- z) Unauthorised entry into an area of the premises to which access is prohibited.

This list is intended as a guide and is not exhaustive.

In some instances, offences which would normally constitute gross misconduct may be considered as misconduct because of mitigating circumstances. Similarly, issues which would normally be treated as misconduct may, in certain circumstances, be considered so serious that they constitute gross misconduct.

Appendix 2 - Managing allegations of abuse against teachers and other staff

In dealing with allegations of abuse against employees, there is guidance that needs to be followed to ensure that children and young people are not at risk of harm as well as supporting employees through the relevant processes.

1. Scope

- 1.1 This guidance will be used alongside the Disciplinary Procedure where allegations have been made that might indicate a person would pose a risk of harm if they continue to work in regular or close contact with children in their present position, or in any capacity.
- 1.2 It will be used in respect of all cases in which it is alleged that an employee has:
 - behaved in a way that has harmed a child, or may have harmed a child;
 - possibly committed a criminal offence against or related to a child; or
 - behaved towards a child or children in a way that indicates that they would pose a risk of harm if they work regularly or closely with children.
- 1.3 As with other conduct issues, the behaviour of employees outside of work may impact on their role within the School. Therefore, if concerns are brought to the school's attention about an employee's behaviour in regard to their own children or any other child/children outside of the school, consideration will be given to any implications for children with whom the employee has contact with at work.

2. Initial considerations

- 2.1 Where the Headteacher determines that the allegations meet the criteria above they will immediately contact the Local Authority Designated Officer (LADO) and provide them with all relevant information.
- 2.2 The LADO and the Headteacher will consider the nature, content and context of the allegation and agree a course of action. The LADO may ask for further relevant information to be provided or obtained such as previous history, whether the child or their family have made similar allegations, and the individual's current contact with children.
- 2.3 Potential outcomes of initial considerations;
 - 2.3.1 No further action by external agencies or the School is to be taken in regard to the individual facing the allegation. The decision and reasons for this will be recorded. The Headteacher/Manager will agree with the LADO what information should be put in writing to the employee and what if any action is appropriate to take in respect of the person making the allegation. After consulting the LADO the Headteacher/Manager will inform the employee about the allegation and provide them with as much information as possible at the time.

OR

- 2.3.2 No further action by external agencies, but Headteacher

determines further action is required and will refer to the Disciplinary Procedure.

OR

2.3.3 The LADO determines that a strategy discussion is needed, or police or Local Authority's social care services need to be involved. The LADO will coordinate the appropriate arrangements and will inform the Headteacher. The Headteacher should not provide any further information to the employee. The strategy discussion will determine what action will be taken and by whom. The point at which the School can continue with its own disciplinary procedures will be determined. No further investigation should be carried out until agreed through this process.

3. Suspension

- 3.1 Suspension will not be an automatic response when an allegation is reported and alternative arrangements will be considered. The risks of the employee remaining in the School during any process of investigation will be carefully evaluated. In cases where there is cause to suspect children at the School are at risk of significant harm, or the allegation warrants investigation by the police, or is so serious that it might be grounds for dismissal the employee will usually be suspended.
- 3.2 Suspension will be managed as per the Disciplinary Procedure.
- 3.3 The Headteacher may take the decision to suspend an employee.
- 3.4 The Headteacher will consider the advice of the Local Authority children's social care services or the police with regard to suspension, but will make their own informed decision with regard to the suspension of any employee.
- 3.5 If the Headteacher deems it appropriate, the employee may be interviewed when consideration is being given to suspension. At this meeting, the employee will be given opportunity to offer reasons why they should not be suspended. The employee is entitled to bring either a colleague or trade union representative to this meeting.
- 3.6 If suspension is imposed, the School will allocate a support person who would remain in contact with the employee throughout their suspension.
- 3.7 Any suspension will be confirmed in writing within 5 working days.
- 3.8 Where suspension is imposed, it may only be lifted by the Governing Body.

4. Support for Staff

- 4.1 Where an employee is the subject of an allegation of abuse the School recognises that in most circumstances this will be a time of stress and anxiety. Employees are advised to seek support from their trade union representative or an appropriate colleague. If the employee feels it is beneficial a referral to the School's occupational health provider and/or counselling service will be arranged.

- 4.2 The employee will be kept informed of the likely course of action as the case progresses unless there is an objection by the Local Authority social care services or the police.

5. Confidentiality

The provisions in the Disciplinary Procedure regarding confidentiality apply to cases where allegations of abuse are made. The School will make every effort to maintain confidentiality and guard against unwanted publicity. During the process of managing these types of allegation the School will only release information to the wider School community for the purposes of reducing speculation.

6. Investigations

- 6.1 Investigations under the Disciplinary Procedure will not usually commence until agreement from the LADO and any other external agencies involved in dealing with the allegations have agreed that the School can proceed. The provisions in the Disciplinary Procedure regarding investigations apply where allegations of abuse are made. Those undertaking investigations into allegations of abuse should be alert to any sign or pattern which suggests that the abuse is more widespread or organised than it appears at first sight, or that it involves other perpetrators or institutions. It is important not to assume that initial signs will necessarily be related directly to abuse, and to consider occasions where boundaries have been blurred, inappropriate behaviour has taken place, and matters such as fraud, deception or pornography have been involved.
- 6.2 Interviewing pupils. The Investigating Officer will avoid interviewing pupils unnecessarily. Information will be gathered from the Local Authority social services and the police where available and accessible. If it is necessary to interview pupils, their parents/guardians will be advised and their consent obtained.
- 6.3 Photographing pupils. The Investigating Officer or any other person at the School will not take photographs of pupils to support allegations of abuse. In cases where the Headteacher determines it appropriate to record injuries to a pupil they will use the appropriate procedure, eg body mapping, or refer to the LADO, the Local Authority social services or the police for advice. Photographs and other information provided by external agencies may be used as a part of the investigation process if appropriate and authorised by the relevant agency.

7. Malicious allegations

The School consider the making of malicious allegations to be unacceptable. Any allegations found to not have been made in good faith by a pupil; parent, other employee or any other person may result in action being taken. Any allegation that is found to be malicious will be removed from the file of the employee that has been accused.

8. Records and references

A record of the allegations, any investigation and the outcome will be kept on the employee's file. The employee will be provided with copies of any

records held. These records will remain on file until normal retirement age or for a period of 10 years from the date of the allegation if that is longer. Details of allegations that are proven to be unsubstantiated, unfounded or malicious will not be referred to in any reference that the School provides for the employee concerned.