

Policy Title:	Suspension Procedure
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Member of Staff Responsible:	Chief Executive Officer
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Change Record		
Version	Date	Description
1.1	18/05/26	Confirmation of the process for accessing IT systems during suspension
1.2		
1.3		
1.4		

**Primitas Learning Partnership promotes the safeguarding and welfare of all children in its care;
all policies are developed and formulated with this in mind**

Suspension Procedure

Suspension is a 'neutral' act in that it does not presume guilt or innocence. The decision to suspend a colleague from duty should not be taken lightly or without careful consideration of all the circumstances and the nature of the complaint or allegation made against them. Consideration should also be given to alternatives to suspension such as temporary redeployment or alternative duties. This guide applies to employees, referred to in this guide as colleagues.

If a colleague is suspended, they will receive their normal pay in line with their planned working arrangement.

The following list is not exhaustive but provides an indication of the types of situation when suspension may be appropriate.

- Where gross misconduct is suspected or alleged.
- Where it would not be possible to carry out a thorough or impartial investigation with the colleague still at work.
- Where there is a concern that further instances of misconduct may occur.
- Where an employee's continued presence at work may put the individual or others at personal risk.

Whenever possible, an Appropriate Leader, in line with the Trust's decision making structure, will hold a meeting with you to advise you of the decision to suspend you from duty. If you are not available and you cannot be contacted by all reasonable enquiries, the Appropriate Leader will inform the colleague in writing not to attend work and to contact a named manager. A colleague can be suspended in the absence of a TU representative or work colleague.

If the Appropriate Leader considers that it would be appropriate to suspend the colleague, they must do the following:

In the absence of appropriate authorisation to suspend, if the colleague's line manager considers they are unable and/or that it is inappropriate for the colleague to carry out their duties, they can send the colleague home until an appropriate person is available to provide the relevant authorisation.

If the colleague is suspended, they will be told and it will be put in writing:

- why they are being suspended from duty;
- that their suspension from duty is a neutral act and not a form of disciplinary action;
- to contact their TU representative (if the colleague has one) or a work colleague, if the colleague has not already done so;
- that they remain a colleague and therefore are bound by their contract of employment;
- to remain contactable and available during normal working hours so that the colleague can attend meetings as required and answer any work related queries;
- to inform us of any change in their contact details immediately while they are suspended;
- to book any annual leave or report sickness absence in line with normal procedure;

- under no circumstances to approach, or try to influence, anyone associated with the complaint/allegation against the colleague about the complaint/allegation, or enter any of the office/work premises without authorisation from the Investigating Manager. Failure to comply may result in further disciplinary action being taken against the colleague;
- that their suspension will be reviewed no fewer than every **15 working days** by the Appropriate Leader who suspended the colleague. The colleague will not be suspended for longer than is necessary under the circumstances.
- that their access to all ICT systems will be blocked and the colleague must not attempt to access any ICT systems.
- if the colleague was due to attend an event that they had already paid for, the fee will not be reimbursed.

The colleague will also be informed how to access staff counseling support and the name of someone in school who is designated to provide the colleague with information and professional support during the process.

If, at any stage in the procedure, it appears that there is a significant medical factor involved, the colleague can be referred to Occupational Health.

The colleague's suspension will end in one of the following circumstances:

- the Appropriate Leader/body decides that there is no case for the colleague to answer and that the colleague does not need to attend a disciplinary hearing;
- if the investigation can continue without the colleague needing to be suspended;
- if the investigation has been concluded and the allegations against the colleague ~~you~~ are less serious than originally thought; or
- if the disciplinary procedure has been completed.

In cases where a suspension is lifted, a meeting will be arranged to agree any appropriate support for the colleague's return to work. The colleague will receive a letter confirming your suspension has been lifted.