

Staff Disciplinary Procedure (including allegations)



Review Date:
February 2023

Ratified:
29 March 2023

Next Review:
February 2024

Responsible Directorate
Education

Our Vision



Transforming Lives of our learners

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.



Transforming Lives of our colleagues

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.



Transforming Lives in the communities we serve

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

Commitment to Education

Transparency and Integrity

Innovation and Improvement

Dedication to Inclusivity

Our Values

Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.

Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.

Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.

Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.

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1 | Policy Statement

- 1.1 The aims of this *Disciplinary Procedure* and its associated rules are to set out the standards of conduct expected of all colleagues and to provide a framework within which Academy Transformation Trust can work with employees to maintain satisfactory standards of conduct, and to encourage improvement where necessary.
- 1.2 It is our 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.
- 1.4 The policy has been implemented in consultation with staff and recognised trade unions, and formally adopted by the Trust Board.

2 | Scope and Purpose of Policy

- 2.1 This 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 supply staff, contractors or volunteers. Further information can be found in our *Safeguarding Policy*.
- 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 our *Capability Policy*, available via the Governor's Virtual Office (GVO).
- 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 but may be referred to as part of any future disciplinary proceedings where appropriate. 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 academy or Trust 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 academy and Trust staff in and outside of work can impact on their employment particularly if it may make an individual unsuitable to work with children. This is known as a transferable risk. Because of this, conduct outside of work may be treated as a disciplinary matter if it is considered relevant to the employee's employment.
- 2.6 We offer access to confidential counselling to employees who require it through our Employee Assistance Programme (EAP) and benefits partner, [Vivup](#). Staff can access this service by contacting their local HR representative.

3 | Confidentiality and Data Protection

- 3.1 It is the aim of the Trust to ensure that disciplinary matters are dealt with sensitively and with due respect for the privacy of any individuals involved. All employees must treat any information communicated to them in connection with an investigation or disciplinary matter as confidential during or after an investigation into an allegation.
- 3.2 A breach of confidentiality will be taken seriously and may warrant its own investigation.
- 3.3 Employees, and anyone accompanying them (including witnesses), must not make electronic recordings of any meetings or hearings conducted under this procedure.
- 3.4 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.
- 3.5 The amended *Education Act (2002)* introduced reporting restrictions in respect of allegations made against teachers, preventing the publication of any material that may lead to the identification of a teacher in a school who has been accused by, or on behalf of, a pupil from the same school. This applies to parents and carers as well as the press. If for any reason the academy or Trust needs to make parents aware of any allegations, they should equally make them and others aware there are restrictions on publishing information.
- 3.6 During informal action, formal investigation, and any subsequent stages of the procedure, the academy or Trust will collect, process and store personal data in accordance with our *Data Protection Policy*. The data will be held securely and accessed by or disclosed to individuals only for the purposes of completing the disciplinary procedure. Records will be kept in line with the requirements of **Data Protection Legislation** (the *UK General Data Protection Regulation* and the *Data Protection Act 2018*) and any implementing laws, regulations and secondary

legislation, as amended or updated from time to time. Any breach of data protection may constitute a disciplinary offence and be dealt with under this procedure.

4 | Definitions

- 4.1 Allegations may be brought to the academy or Trust'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 or raising a concern, it is not always possible to keep the matter confidential. The Principal (or relevant senior member of Trust staff) will need to decide 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 Local Authority Designated Officer (LADO). See our *Safeguarding Policy* 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.

5 | Investigations

Preliminary Investigation

- 5.1 When an allegation against an employee is made, further information will likely be required to establish what the next course of action should be. The Principal (or relevant senior member of Trust staff) should seek to establish the basic facts of the situation; this may involve looking at records, speaking to witnesses, reviewing CCTV and similar.
- 5.2 A preliminary investigation meeting may be held with the employee to establish the basic facts of the circumstance and to enable the Principal (or relevant senior member of Trust staff) to determine whether further investigation is required. 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 Principal to decide if this is appropriate.

Further Investigation

- 5.3 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 Principal (or relevant senior member of Trust staff) 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 Principal, the Director of Primary or Secondary Education will be responsible for the management of the procedure and determining an appropriate investigating officer, either internally or externally.
- 5.4 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 It may be necessary to interview witnesses who may have information that is relevant to the allegations. A record of the meeting will be made, and the witness will have the opportunity to review the record, make amendments for clarification, and sign and date the record. The Trust recognises that some employees may find this difficult or worrying, but all employees are expected to fully participate in any such investigation.
- 5.6 Investigation meetings are solely for the purpose of fact-finding and no decision on formal disciplinary action will be taken until after a disciplinary hearing has been held. 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. As 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, arrest, 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 should inform their Principal or Trust line manager immediately if they are involved in a criminal investigation, arrest, or are subject to a charge or conviction. Failure to notify their line manager may result in disciplinary action.

- 6.2 The Academy or Trust 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 Academy or Trust will co-operate and share information about the employee with other relevant agencies as appropriate following advice from the LADO.

7 | Suspension

- 7.1 It may be necessary to suspend the employee from work, particularly where there are either reasonable grounds to suspect a member of staff, child, or other children in an academy or the Trust are at risk of harm, or the case is so serious that it might be grounds for dismissal. The suspension will be for no longer than is necessary to investigate the allegations and conclude the disciplinary process. The arrangements and the reasons for suspension will be confirmed to the employee in writing as soon as possible or within one working day if in relation to a safeguarding concern or allegation.
- 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 normal salary and benefits during the period of suspension and be provided with the contact details of an appropriate named individual within academy or Trust who will provide welfare support.
- 7.3 Alternatives to suspension, for example the re-organisation of duties, work location, temporary redeployment to another role, providing an assistant to be present when the individual has contact with students and similar, will be explored where relevant before a decision to suspend is made. Students may be moved to a different class where they will not come into contact with the member of staff, but only if it is in the best interest of the student, takes into account their own views and those of their parents/carers, and it is made clear that this is not a punishment. The academy and Trust should be as inventive as possible when considering alternative options to suspension. The nature and severity of the allegations will need to be considered as well as the employee's role and if their continued presence would result in potential harm to the organisation or others or make it difficult to investigate.
- 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

in consultation with the LADO, including the views of the police and social care. Additional information on the management of these allegations is available in our *Safeguarding Policy*.

- 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.
- 7.6 The academy or Trust will not prevent social contact with work colleagues and friends during the suspension unless there is evidence to suggest this may prejudice the gathering of evidence.
- 7.7 The decision to suspend an employee can be made by the Local Governing Board (LGB) or the Trust.
- 7.8 The academy and Trust have no authority or power to suspend a member of agency staff where an allegation is made against them. Instead, the academy or Trust will cease to use the services of that member of agency staff or self-employed contractor but not without first finding out the facts and liaising with the LADO to determine a suitable outcome. Further information can be found in our *Safeguarding Policy*.

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 summary of relevant information gathered during the investigation
 - A copy of any relevant documents which will be used at the disciplinary hearing
 - 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 The Principal (or Trust line manager) is 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.
- 8.3 Five working days' written 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.

- 8.4 If the employee and/or their companion cannot attend the hearing, they should inform their Principal or Trust line 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 in itself. 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.
- 8.5 If the employee chooses not to attend the hearing they may choose to send a written statement for consideration at the hearing, or their trade union representative may attend on their behalf.

9 | Role of Companion at Meetings and Hearings

- 9.1 An employee may bring a companion to any hearing or appeal where a formal warning may be issued, or dismissal may be a potential outcome. The companion may be either an official trade union representative or a work colleague. The employee must inform the individual conducting the meetings who their chosen companion is in good time before the hearing. In addition, whilst employees do not normally have the right to bring a companion to an investigation meeting, employees are allowed to bring an official trade union representative or work colleague to the investigation meeting if one is available. No rearrangements will be made to the time and date of the investigation meeting to enable a companion to attend.
- 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.
- 9.3 Acting as a companion is voluntary and 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.
- 9.4 If the chosen companion is not available at the time a hearing or appeal is scheduled, the employee may propose an alternative time for the hearing or appeal to take place and so long as the alternative time is reasonable and within five working days after the original scheduled date, we will postpone. If the employee's chosen companion will not be available for more than five working days afterwards, we may ask the employee to choose someone else.
- 9.5 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.

- 9.6 We may, at our discretion, allow the employee to bring a companion who is not a colleague or union representative (for example, a member of family) as a reasonable adjustment if the employee has a disability.

10 | Procedure at Disciplinary Hearings

- 10.1 The hearing will be chaired by the Principal, Trust Board, or a panel of Local Governors. The Investigating Officer will also normally attend to present the investigation. A member of the Human Resources department may also be present.
- 10.2 At the disciplinary hearing the Investigating Officer will go through the allegations against the employee and the evidence that has been gathered. The employee (or their companion on their behalf) will be able to respond and present any evidence of their own. A format for a disciplinary hearing is attached at [Appendix 2](#).
- 10.3 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.
- 10.4 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.
- 10.5 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.

11 | Disciplinary Penalties

- 11.1 The individual[s] conducting the meeting may find that there is no case to answer and may refer the case back to an informal process. Alternatively, they 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 Trust 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 A disciplinary warning or dismissal may be authorised by the Principal, Trust Board, or LGB.

First Written Warning

11.4 A first written warning will usually be appropriate for a first act of misconduct where there are no other active written warnings on the employee's disciplinary record.

11.5 A first written warning will usually remain active for six months.

Final Written Warning

11.6 A final written warning will usually be appropriate for:

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

11.7 A final written warning will usually remain active for 12 months. In very serious matters, a final written warning may be given a period longer than 12 months but no more than 24 months.

The Duration and Effect of a Warning

11.8 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.

11.9 Warnings may be active for a longer period than specified above depending on the seriousness of the misconduct and the wider circumstances of the case. The conduct will be reviewed at the end of a warning's active period and if it has not improved sufficiently the active period may be extended.

11.10 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.

Dismissal

11.11 Dismissal will usually only be appropriate for:

- Any misconduct during the probationary period
- Further misconduct where there is an active final written warning on the record
- 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 | Appeals Against Disciplinary Action

- 12.1 The employee has the right to appeal against the disciplinary action taken against them. This must be in writing, stating the full grounds of appeal and sent to the Principal or chair of the Disciplinary Hearing within 5 working days of the date on which the employee was informed of the decision.
- 12.2 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.
- 12.3 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.
- 12.4 The employee must be given written notice of the date, time, and place of the appeal hearing. This will normally be no less than two working days. The employee may bring a companion to the appeal hearing.
- 12.5 Where possible, the appeal hearing will be conducted by a more senior Trust staff member or a different panel of Governors not previously involved in the case. The hearing may be a complete re-hearing (which would follow the format for hearings at [Appendix 2](#)) 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 (in which case the format would be reversed so that the appellant would present their appeal first). This will be at the Principal or Trust Board's discretion depending on the circumstances of the case. In any event, the appeal will be dealt with as impartially as possible.
- 12.6 Following the appeal hearing, the Principal, Board or panel may:
- Confirm the original decision
 - Revoke the original decision
 - 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
- 12.7 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.

13 | Referrals to External Bodies

- 13.1 In cases where employees in regulated activity are dismissed, removed due to safeguarding concerns, or would have been had they not resigned during a disciplinary process, a referral should be made as soon as possible to the Disclosure and Barring Service (all staff) and Secretary of State (teachers only), where the thresholds for referral are met. This could also include when an individual is suspended and redeployed into work that is not regulated activity. A failure to do so when the criteria is met is a criminal offence.

14 | Review of Policy

- 14.1 This policy is reviewed and amended annually by the Trust in consultation with recognised trade unions. 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 Principals 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 the Trust or one of our academies, you should at all times maintain professional and responsible standards of conduct. You should:
- 2.1.1 Observe the terms and conditions of your contract, particularly with regard to:
- hours of work
 - confidentiality
- 2.1.2 Ensure that you understand and follow our Staff Code of Conduct
- 2.1.3 Observe all of the Trust's policies, procedures, and regulations which are available via the Governor's Virtual Office and notified to you from time to time by means of notice boards, e-mail, SharePoint, and any other means of communication
- 2.1.4 Take reasonable care in respect of the health and safety of colleagues, pupils and third parties and comply with our Health and Safety Policy
- 2.1.5 Comply with all reasonable instructions given by your Principal or managers
- 2.1.6 Act at all times in good faith and in the best interests of the academy and Trust and those of our pupils and staff.
- 2.1.7 Ensure that you never behave in a way, either inside or outside of work, that indicates you may pose a risk of harm to children/not be suitable to work with children
- 2.2 Failure to maintain satisfactory standards of conduct may result in action being taken under the Disciplinary Procedure.

3 Misconduct

- 3.1 The following are examples of matters that will normally be regarded as misconduct and will be dealt with under the Disciplinary Procedure:
- 3.1.1 Minor breaches of Trust policies including the Sickness Absence Policy, ICT Policy, and Health and Safety Policy

- 3.1.2 Minor breaches of an employee's contract of employment
 - 3.1.3 Damage to, or unauthorised use of, the academy or Trust's property
 - 3.1.4 Poor timekeeping or time wasting
 - 3.1.5 Unauthorised absence from work
 - 3.1.6 Refusal to follow instructions
 - 3.1.7 Excessive use of the academy's or Trust's telephones, email or internet usage for personal reasons
 - 3.1.8 Inappropriate or other offensive behaviour, including using obscene language, victimisation or harassment of other members of staff or pupil
 - 3.1.9 Negligence in the performance of duties
 - 3.1.10 Smoking in no-smoking areas, which applies to anything that can be smoked and includes, but is not limited to, cigarettes, electronic cigarettes, pipes (including water pipes such as shisha and hookah pipes), cigars and herbal cigarettes.
- 3.2 This list is intended as a guide and is not exhaustive.

4 Gross misconduct

- 4.1 Gross misconduct is a serious breach of contract and includes misconduct which, in the opinion of the academy or Trust, is likely to prejudice its business or reputation or irreparably damage the working relationship and trust between the employee and their employer. 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).
- 4.2 The following are examples of matters that are normally regarded as gross misconduct:
- 4.2.1 Theft, or unauthorised removal of property or the property of a colleague, contractor, pupil or member of the public
 - 4.2.2 Fraud, forgery or other dishonesty, including fabrication of expense claims and time sheets, pupil's work, examinations or assessments
 - 4.2.3 Actual or threatened violence, or behaviour which provokes violence
 - 4.2.4 Deliberate damage to the buildings, fittings, property or equipment of the Academy or Trust, or the property of a colleague, contractor, pupil or member of the public
 - 4.2.5 Inappropriate conduct with children or young people, including failing to maintain appropriate professional boundaries
 - 4.2.6 Serious failure to follow the required child protection procedures

- 4.2.7 Behaving in a way, either inside or outside of work, which could cause harm to a child, or could indicate that you pose a risk of harm to children/may not be suitable to work with children
- 4.2.8 Making a false declaration or failing to disclose information in relation to the disqualification from childcare requirements, or becoming disqualified from providing childcare
- 4.2.9 Serious misuse of the Academy or Trust's property or name
- 4.2.10 Deliberately accessing internet sites at work or at home, using School equipment, which contain pornographic, offensive or obscene material
- 4.2.11 Repeated or serious failure to obey instructions, or any other serious act of insubordination
- 4.2.12 Bringing the academy or Trust into serious disrepute
- 4.2.13 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
- 4.2.14 Causing loss, damage or injury through serious negligence
- 4.2.15 Serious or repeated breach of health and safety rules or serious misuse of safety equipment
- 4.2.16 Unauthorised access, use or disclosure of confidential information or failure to ensure that confidential information in your possession is kept secure
- 4.2.17 Acceptance of bribes or other secret payments
- 4.2.18 Conviction or caution for a criminal offence that in the opinion of the Trust 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
- 4.2.19 Possession, use, supply or attempted supply of illegal drugs
- 4.2.20 Serious neglect of duties, or a serious or deliberate breach of your contract or operating procedures
- 4.2.21 Unauthorised use, processing or disclosure of personal data contrary to our Data Protection Policy
- 4.2.22 Harassment of, or discrimination against, employees, pupils, parents or members of the public, related to any of the protected characteristics contrary to our Equal Opportunities Policy, Dignity at Work Policy, or any other policies
- 4.2.23 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
- 4.2.24 Giving false information as to qualifications or entitlement to work (including immigration status)

- 4.2.25 Making a disclosure of false or misleading information under our Whistleblowing Policy maliciously, for personal gain, or otherwise in bad faith
 - 4.2.26 Making untrue allegations in bad faith
 - 4.2.27 Victimising a colleague who has raised concerns, made a complaint or given evidence information under the Whistleblowing Policy, Dignity at Work Policy, Grievance Procedure, Disciplinary Procedure, or other
 - 4.2.28 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 Policy
 - 4.2.29 Undertaking unauthorised paid or unpaid employment during your working hours
 - 4.2.30 Unauthorised entry into an area of the premises to which access is prohibited
 - 4.2.31 Making covert recordings of colleagues or managers
- 4.3 This list is intended as a guide and is not exhaustive.
- 4.4 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- Format for Disciplinary Hearing

- 1** Welcome by chair of panel/hearing officer:
 - Ask everyone present to introduce themselves and explain their role
 - Explain purpose of hearing.
- 2** Presentation of management case by investigating officer including evidence from management witnesses.
- 3** Questions from employee/representative to investigating officer/witnesses.
- 4** Questions from the hearing officer/panel to the investigating officer/witnesses.
- 5** Presentation of employee's case by employee/representative including evidence from employee's witnesses.
- 6** Questions to employee/witnesses from investigating officer.
- 7** Questions to employee/witnesses from the hearing officer/panel.
- 8** Summing up by investigating officer (no new evidence).
- 9** Summing up by employee/representative (no new evidence).
- 10** Hearing adjourned and all parties asked to leave whilst hearing officer/panel consider evidence, make a decision on level of sanction (if appropriate).
- 11** All parties return and employee advised of hearing officer/panel's decision, (sanction and right of appeal).
- 12** Notes from the meeting are used to confirm outcome in writing and sent to employee within the timescale set out in the policy.

2023-47-FI