

# **Aspirational Futures Multi Academy Trust**



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## **Disciplinary Procedure**

**Aspirational Futures Multi Academy Trust Wide Policy**

**November 2024**

### Document Control

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## **Statement of intent**

The main purpose of the disciplinary procedure is to encourage an employee, whose standard of work or conduct is unsatisfactory, to improve. The procedure serves to ensure that this is done in a fair and consistent manner.

The disciplinary procedure is not contractual and may be varied by the school. Aspirational Futures Multi Academy Trust expressly reserves the right to depart from the terms of the disciplinary procedure in circumstances where the employee does not have two years' qualifying service.

The disciplinary procedure is strictly confidential and all aspects, including all documentation and records, shall be treated as such. In line with this policy, the following will be adhered to:

- In minor cases of alleged misconduct, the manager should initially seek to resolve the matter informally by discussion with the employee.
- The disciplinary procedure is to be used where an employee's work or conduct is alleged to be unsatisfactory.
- Each step and action under the procedure must be taken without unreasonable delay, by either the school or the employee.
- The timing and location of meetings must be reasonable.

Please note: Disciplinary actions that relate to allegations of abuse about a member of staff will also be managed in line with the Allegations of Abuse Against Staff Policy.

## **1. Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Education Act 2011
- The Teachers' Disciplinary (England) Regulations 2012
- DfE (2022) 'Teacher misconduct: the prohibition of teachers'
- DfE (2024) 'Keeping children safe in education 2024'
- DfE (2021) 'Teachers' Standards'
- DfE (2020) 'Teacher misconduct: disciplinary procedures for the teaching profession'

This policy operates in conjunction with the following school policies:

- Records Management Policy
- Staff Code of Conduct
- Child Protection and Safeguarding Policy
- Grievance Policy
- Allegations of Abuse Against Staff Policy

## **2. Roles and responsibilities**

The board of trustees will be responsible for:

- Monitoring and reviewing this policy on an annual basis to ensure its effectiveness.
- Ensuring that all members of staff have read and understand the provisions outlined in this policy.
- Initiating disciplinary action and deciding the appropriate level of action where an allegation is made against the headteacher.
- Ensuring a culture is established where employees are supported and assisted in achieving and maintaining the required standards of conduct.
- The dismissal of staff and for delegating the hearing of appeals to a sub-committee, if necessary.

The headteacher will be responsible for:

- The day-to-day implementation of this policy and maintaining discipline among all staff.
- Ensuring this policy and associated procedure are readily available to all employees and can be accessed in an appropriate format.
- Initiating disciplinary action and deciding the appropriate level of action.
- Ensuring records are kept of all disciplinary meetings and communications with employees.
- Ensuring that all documentation relating to disciplinary issues is retained in accordance with the schools Records Management Policy.
- If a matter progresses to a disciplinary hearing, presenting details of the employee's failure to meet and maintain the required standards of conduct.
- Communicating the outcomes of disciplinary procedures to employees.
- If a matter concerns a safeguarding issue, ensuring the DSL has been notified.

Employees will be responsible for:

- Familiarising themselves with the standards outlined in the Staff Code of Conduct.
- Adhering to the provisions outlined in this policy and cooperating with the disciplinary procedure.

- Attending all meetings, interviews and hearings that take place in accordance with this policy and its associated procedure.
- Lodging appeals to the headteacher/CEO/Chair of Trustees within five working days of receiving a decision.
- If choosing to be accompanied to a disciplinary or appeal hearing, notifying the disciplinary officer who their chosen companion is, in good time before the hearing.

### 3. Powers

The trust has delegated powers to the following levels of staff:

Sanction	Disciplinary officer	Appeal officer
Level 1: Management instruction	SLT member / headteacher	Headteacher / CEO
Level 2: Written warning	Headteacher	CEO
Level 3: Final warning	Headteacher	CEO
Level 4: Dismissal	Headteacher	CEO

Where the employee is employed by the school at the level of the appointed disciplinary officer, then the next level of management up will ordinarily deal with the matter; for example, where an allegation is raised regarding an assistant headteacher, a deputy headteacher will ordinarily be the disciplinary officer and the headteacher will ordinarily be the appeal officer.

For allegations regarding the headteacher and members of the trust Central Team, the CEO shall have the authority to be the disciplinary officer and a nominated governor/trustee will hear the appeal. For allegations regarding the CEO, a nominated trustee will have the authority to be the disciplinary officer and any appeal will be to another nominated trustee.

In a case where the person who would normally be the disciplinary officer is compromised through existing circumstances, is significantly involved in the investigation, or does not have the resource to deal with the matter at that time, the case will normally be dealt with by an alternative at the same level or the next level of management, i.e. another deputy headteacher or headteacher within the school.

In cases where the CEO is unable to deal with the matter, the matter will be discussed with the chair of the trust board to determine the appropriate way to deal with it.

Before any disciplinary decision is made, the employee will be advised of the allegations against them and will be given the opportunity to state their case. The employee will be notified in writing of the allegations to be answered, plus any documentary evidence, before the disciplinary hearing.

The employee must make every effort to attend an investigative interview or disciplinary hearing and failure to attend, without good reason, may be treated as misconduct in itself. If the employee fails to attend

without good reason, or if they are persistently unable to do so (for example, for health reasons), the school/trust may have to take a decision based on the available evidence.

Investigatory meetings will not, by themselves, result in any disciplinary action.

At any disciplinary hearing or appeal hearing, the employee will have the right to put forward their case. The school/trust will only consider evidence presented by the employee which is relevant to the allegations.

The school/trust shall be entitled to manage the time and resources allocated to a disciplinary matter, including managing the time of a disciplinary hearing and allocating time within a disciplinary hearing. This may result in limiting the amount of time allocated to an employee to present their case.

The decision and the reasons shall be communicated in writing to the employee. An employee will be advised of their right of appeal and how to exercise that right.

#### **4. The right to be accompanied**

The employee may bring a companion to any meeting under this procedure. The companion may be either a trade union official, a trade union representative or a work colleague not involved in the matter. The employee must tell the disciplinary officer who their chosen companion is, in good time before the hearing.

A companion is allowed reasonable time off from duties, without loss of pay, but no one is obliged to act as a companion if they do not wish to do so.

If the choice of companion is unreasonable, the school/trust may ask for the employee to choose someone else. For example:

- If in the school's opinion the employee's companion may have a conflict of interest or may prejudice the hearing.
- If the companion is unavailable at the time a hearing is scheduled and will not be available for more than five working days afterwards.

The school/trust may, at its absolute discretion, allow the employee to bring a companion who is not a work colleague or union representative (for example, a member of family) if this will help the employee overcome barriers to effective participation caused by a disability.

At a hearing, the companion may make representations to the school/trust and ask questions, but should not answer questions on the employee's behalf. The employee may confer privately with their companion at any time during a meeting.

#### **5. Trade union representatives as employees.**

Although normal disciplinary standards will apply to the conduct and performance of trade union representatives as employees, no disciplinary action or suspension will be taken until the circumstances of

the case have been discussed with an appropriate trade union official. In the case of suspension, this may not be practical and should not prevent leaders taking action.

## **6. Suspension**

In certain circumstances, consideration may be given to suspending the member of staff from their place of work at the outset of the investigation or at any stage during the course of the investigation. The school/trust will consider the nature and severity of the allegation and document why suspension is necessary before making this decision, and will consider alternatives to suspension, e.g, reorganisation of duties or temporary redeployment, where possible.

The suspension will be for no longer than is necessary and the school/trust will confirm the arrangements to the employee in writing. It will be kept under review or even lifted during the course of the investigation if appropriate.

The decision to suspend may only be taken by the headteacher or CEO. If the headteacher or CEO is unavailable, the decision may be delegated to a nominated deputy headteacher, who must make every effort to contact the headteacher or CEO, to discuss the case and be authorised to make the decision. 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.

Where the headteacher is suspended, the CEO only has the power to do so and must notify the board of trustees and local governing board.

Where the chief executive is suspended, the chair of trustees only has the power to do so and must notify the board of trustees.

While the employee is suspended, they should not visit the school site or contact any of its pupils, parents, governors, chair of governors, trustees, members or colleagues, unless the employee has been authorised to do so by the headteacher/CEO.

While suspended, the school/trust will provide the employee with a named contact with whom they can liaise to support them through the investigation.

Suspension of this kind is not a disciplinary penalty and does not imply that any decision has already been made about the allegations. The employee will continue to receive their salary during the period of suspension. Every effort will be made to avoid lengthy periods of suspension. The decision to suspend, and the conditions of suspension, will be reviewed periodically and the employee will be updated as, and when, necessary.

## **7. Investigations**

The purpose of an investigation is for the school/trust to establish a fair and balanced view of the facts relating to any disciplinary allegations 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 relevant witnesses, and/or reviewing relevant documents or CCTV etc. An employee will have the right to a written statement setting out the nature and extent of the investigation alongside a copy of the initial complaint and any accompanying investigation minutes.

Investigative interviews 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. An employee does not have the right to bring a companion to an investigative interview; however, the school/trust may, in its absolute discretion, allow an employee to bring a companion if it helps the employee to overcome barriers to effective participation caused by a disability or in exceptional circumstances. A copy of the written investigation interviews will be sent to the employee for comment following the meeting.

The employee must cooperate fully and promptly in any investigation. This will include informing the school/trust of the names of any relevant witnesses, disclosing any relevant documents and attending investigative interviews if required. Any failure to comply may lead to disciplinary action. It is incumbent on the employee, during the investigation stage, to raise details of additional witnesses whom the school/trust should interview during the investigation.

The school/trust will make every effort to maintain confidentiality and guard against unwanted publicity whilst an allegation is being investigated. Where an employee has been accused of misconduct by a pupil, the school/trust ensures that no material is published or made public that could identify the employee as the subject of the allegation.

Reporting restrictions will remain in place until the employee is charged with an offence or until the Secretary of State publishes information on the outcome of the investigation. Reporting restrictions will be disapplied if the employee waives their right to anonymity by going public themselves or by giving their written consent for another to do so, or if the restrictions are lifted by a judge.

Should the employee wish to question the evidence provided by another witness in the investigation then this should be raised by the employee during the investigation or upon receipt of the investigation documents. The employee has the right to see the evidence relating to the complaint.

## **8. Criminal charges**

Where the employee's conduct is the subject of a criminal investigation, charge or conviction, the school/trust will investigate the facts before deciding whether to take formal disciplinary action.

The school/trust will not usually wait for the outcome of any prosecution before deciding what action, if any, to take. Where the employee is unable or has been advised not to attend a disciplinary hearing or say anything about a pending criminal matter, the school/trust may have to take a decision based on the available evidence.

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

Disciplinary action will not be automatic and will depend upon the circumstances. Employees should inform their headteacher or CEO/Chair of Trustees immediately if they are the subject of a criminal investigation, or have been charged or convicted.

Where a criminal investigation relates to allegations of abuse of children or young people the trust will cooperate and share information about the employee with other relevant agencies as appropriate.

## **9. Procedure at disciplinary hearings**

If the employee and/or their companion cannot attend the hearing they should inform the designated senior person 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.

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

Hearings will be chaired in accordance with the level of potential sanctions as set out in section 3.

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.

The hearing will be arranged as soon as is practicably possible and where possible by mutual agreement. Normally, not less than 5 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. However, this may not always be the case.

The designated senior person 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.

At the beginning of the hearing, the disciplinary officer will introduce those present and the purpose of the meeting. The employee will be reminded of their right to be accompanied (if the employee has not chosen to be accompanied by a trade union representative or a work colleague). The disciplinary 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 relevant evidence.

Should the employee choose to bring a companion to the hearing they will be responsible for making these arrangements and asking for a set of documents for their companion, if required.

Witness evidence (save for additional matters that the employee wishes to raise) is provided through witness statements. There is no right for either the school/trust or the employee to call witnesses to the disciplinary hearing. As such, there is no power for the school/trust or the employee to cross-examine witnesses (albeit that the disciplinary officer may ask questions of the employee).

The employee will be given a full opportunity to ask questions and put forward any mitigating factors which they believe are relevant to the allegations. Once the employee has been afforded an opportunity to explain their position, the disciplinary officer will do either of the following:

- Give the decision and explain the reasons for the decision, and confirm as soon as possible in writing
- Inform the employee that the decision will be given in writing as soon as possible

The disciplinary officer may adjourn the disciplinary hearing if the school/trust needs to carry out any further investigations in light of any new points the employee has raised at the hearing. The employee will be given a reasonable opportunity to consider and comment on any new information obtained before a decision is given.

The employee will be informed in writing of the decision and the reasons for it, usually within 5 working days of the disciplinary hearing.

## **10. Levels of disciplinary action**

The headteacher or panel may find there is no case to answer and refer the case back to an informal process.

Alternatively, there are four stages, each of which is designed to cover the varying seriousness of the cases. The stages give a proper sequence for persistent cases. Where the case is of sufficient importance or seriousness to use the procedure, disciplinary action will be taken at whatever stage appears appropriate to the circumstances. No employee will be dismissed for a first breach of discipline except in the case of gross misconduct when the penalty may be dismissal without notice and without pay in lieu of notice.

The following decisions will be confirmed in writing:

- **Level 1:** A first warning/management instruction may be given where the case is of sufficient importance or seriousness to bring to the attention of the employee formally. The time limit shall be six months (excluding the summer holiday) from the date of the decision.
- **Level 2:** A written warning may be given where the case has already involved a level 1 sanction and insufficient improvement has been made, where further misconduct has occurred, or where the case is of sufficient importance or seriousness. The time limit shall be nine months (excluding the summer holiday) from the date of the decision.
- **Level 3:** A final warning may be given where the case has already involved a written warning and insufficient improvement has been made, where further misconduct has occurred or where the case is of sufficient importance or seriousness. Also where gross misconduct may not warrant dismissal, for example due to mitigating circumstances. The time limit shall be 12 months (excluding the summer holiday) from the date of the decision; however, in exceptional circumstances, misconduct may be so serious that if repeated at any time in the future, the likely consequence is dismissal. The individual/s making the decision may impose a final written warning and specify that such a warning will remain in force for a longer period of time.

- **Level 4:** Dismissal. An employee is likely to be dismissed where the case has already involved the final warning and insufficient improvement has been made or where further misconduct has occurred or where the case is so serious as to constitute gross misconduct or where there is some other substantial reason. Gross misconduct (see appendix 1) will usually result in immediate dismissal without notice or payment in lieu of notice (summary dismissal).

Breaches of discipline will be disregarded after the specified period of satisfactory conduct, but will remain permanently on the employee's personnel file.

## **11. Alternatives to dismissal**

In some cases, the school/trust may, at its discretion, consider alternatives to dismissal. These will usually be accompanied by a final written warning. Examples include the following:

- Demotion
- Transfer to another department or job
- A period of suspension without pay
- Loss of seniority

## **12. The decision letter**

A letter detailing the decision will be given to the employee and a copy placed on their personnel file, if a warning is issued. Following the outcome of the hearing, the decision letter will state:

- The reason for the decision, or that there is no case to answer.
- The course of action to be followed by the employee.
- The timescale in which improvement is required, if applicable.
- Where assistance is required, the assistance which will be made available to the employee (e.g. training and guidance).
- The date on which the warning will elapse.
- That further disciplinary action will be considered if there is further misconduct or insufficient improvement within the timescale of the warning.
- The right of appeal against the decision and how to exercise that right.

If the warning is a final, it will also state that if the employee's conduct continues to be unsatisfactory or if there is further misconduct, it may lead to dismissal.

## **13. Time limit for warnings**

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

The time limits for warnings are as follows:

- **First warning/management instruction:** the time limit shall be 6 months (excluding the summer break) from the date of the decision

- **Written warning:** the time limit shall be 9 months (excluding the summer break) from the date of the decision
- **Final warning:** the time limit shall be 12 months (excluding the summer break) from the date of the decision

In exceptional circumstances, misconduct may be so serious that if repeated at any time in the future the likely consequence is dismissal. The individual/s making the decision may impose a final written warning and specify that such a warning will remain in force for a longer period of time.

Breaches of discipline will be disregarded after the specified period of satisfactory conduct, but will remain permanently on the employee's personnel file.

#### **14. Right of appeal**

All employees have the right of appeal. Appeals must be lodged in writing to the headteacher/CEO/Chair of Trustees within five working days of the decision being communicated to the employee, i.e. usually within five days of the date of the outcome letter.

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, the employee will be reinstated with no loss of continuity of pay.

If the employee raises any new matters in their appeal, the appeal officer may need adjourn the appeal meeting to carry out further investigations. If any new information comes to light, the appeal officer will provide 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..

The school/trust will give the employee written notice of the date, time and place of the appeal hearing. The appeal hearing may be a complete re-hearing of the matter 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 school's/trust's discretion depending on the circumstances of the case. In any event the appeal will be dealt with as impartially as possible. The appeal hearing will be conducted impartially by a more senior manager who has not been previously involved in the case. The employee may bring a companion to the appeal hearing.

The appeal officer may adjourn the appeal hearing if the school/trust needs to carry out any further investigations in the light of any new points the employee has raised at the hearing. The employee will be given a reasonable opportunity to consider any new information obtained before a decision is given.

The appeal officer may do any of the following:

- Confirm the original decision
- Revoke the original decision
- Substitute a different penalty

The appeal officer will inform the employee in writing of the final decision as soon as possible. There will be no further right of appeal.

## **15. Referrals to the Teaching Regulation Agency and DBS**

Allegations of serious professional misconduct by a teacher may be referred to the Teaching Regulation Agency (TRA). A referral is appropriate if the alleged misconduct is so serious, it warrants a decision on whether a teacher should be prevented from teaching.

If an individual may have harmed a child or vulnerable adult, or put a child or vulnerable adult at risk of harm, a referral to the Disclosure and Barring Service (DBS) must be made by the employer. In these cases, advice should be sought from the LADO.

## Appendix 1 - Disciplinary rules

### 1. Policy statement

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 leaders can work with staff to maintain those standards and encourage improvement where necessary.

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 member of the SLT.

### 2. Rules of conduct

While working for trust you should at all times maintain professional and responsible standards of conduct. In particular you should:

- observe the terms and conditions of your contract, particularly with regard to: (i) hours of work; (ii) confidentiality; (iii) punctuality and attendance; (iv) Teacher Standards & STPCD regulations;
- ensure that you understand and follow our Codes of Conduct, including Dress Code, available in hard copy from the trust office or on the intranet;
- observe all of the trust's policies, procedures and regulations which are available electronically on the trust website – hard copies available on request – and comply with all updates notified to you from time to time by means of notice boards, e-mail, the intranet or otherwise;
- take reasonable care in respect of the health and safety of colleagues, pupils and third parties and comply with our Health and Safety Policy;
- comply with all reasonable instructions given by the headteacher/line manager;
- act at all times in good faith and in the best interests of the trust and those of our pupils and staff.

Failure to maintain satisfactory standards of conduct may result in action being taken under the Disciplinary Procedure.

**Misconduct.** The following are examples of matters that will normally be regarded as misconduct and will be dealt with under the Disciplinary Procedure:

- Breaches of the school's policies;
- Breaches of an employee's contract of employment;
- Damage to, or unauthorised use of, trust property;
- Poor timekeeping or time wasting;
- Unauthorised absence from work;
- Refusal to follow instructions;
- Excessive use of the trust's telephones, email or internet usage for personal reasons;
- Inappropriate or other offensive behaviour, including using obscene language;
- Negligence in the performance of duties;
- Smoking, including vaping, in no-smoking areas.

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

**Gross misconduct.** Gross misconduct is a serious breach of contract and includes misconduct which, in the opinion of the trust, is likely to prejudice its business or reputation or irreparably damage the working relationship and trust between the trust 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). The following are examples of matters that are normally regarded as gross misconduct:

- Theft, or unauthorised removal of property or the property of a colleague, contractor, pupil or member of the public;
- Fraud, forgery or other dishonesty, including fabrication of expense claims and time sheets, pupil's work, examinations or assessments;
- Actual or threatened violence, or behaviour which provokes violence;
- Deliberate damage to the buildings, fittings, property or equipment of the trust, or the property of a colleague, contractor, pupil or member of the public;
- Inappropriate conduct with children or young people, including failing to maintain appropriate professional boundaries;
- Serious failure to follow the trust's child protection/safeguarding procedures;
- Serious misuse of the trust's property or name;
- Deliberately accessing internet sites at work or at home, using trust equipment, which contain pornographic, offensive or obscene material;
- Repeated or serious failure to obey instructions;
- Bringing the trust into serious disrepute, such as making negative comments on social media about the trust, school, colleague etc or posting inappropriate photos from which the school/trust etc is recognisable;
- 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.
- Causing loss, damage or injury through serious negligence;
- Serious or repeated breach of health and safety rules or serious misuse of safety equipment;
- Unauthorised use or disclosure of confidential information or failure to ensure that confidential information in your possession is kept secure;
- Acceptance of bribes or other secret payments;
- 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;
- Possession, use, supply or attempted supply of illegal drugs;
- Serious neglect of duties, or a serious or deliberate breach of your contract or operating procedures;
- Unauthorised use, processing or disclosure of personal data contrary to our Data Protection Policy;
- Harassment of, or discrimination against, employees, pupils, parents or members of the public, related to any of the protected characteristics contrary to our Single Equalities Policy;
- 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;
- Giving false information as to qualifications or entitlement to work (including immigration status);
- Making a disclosure of false or misleading information under our Whistleblowing Policy maliciously, for personal gain, or otherwise in bad faith;
- Making untrue allegations in bad faith against a colleague;
- Victimising a colleague who has raised concerns, made a complaint or given evidence information under the Whistleblowing policy, Grievance Procedure, Disciplinary Procedure or otherwise;

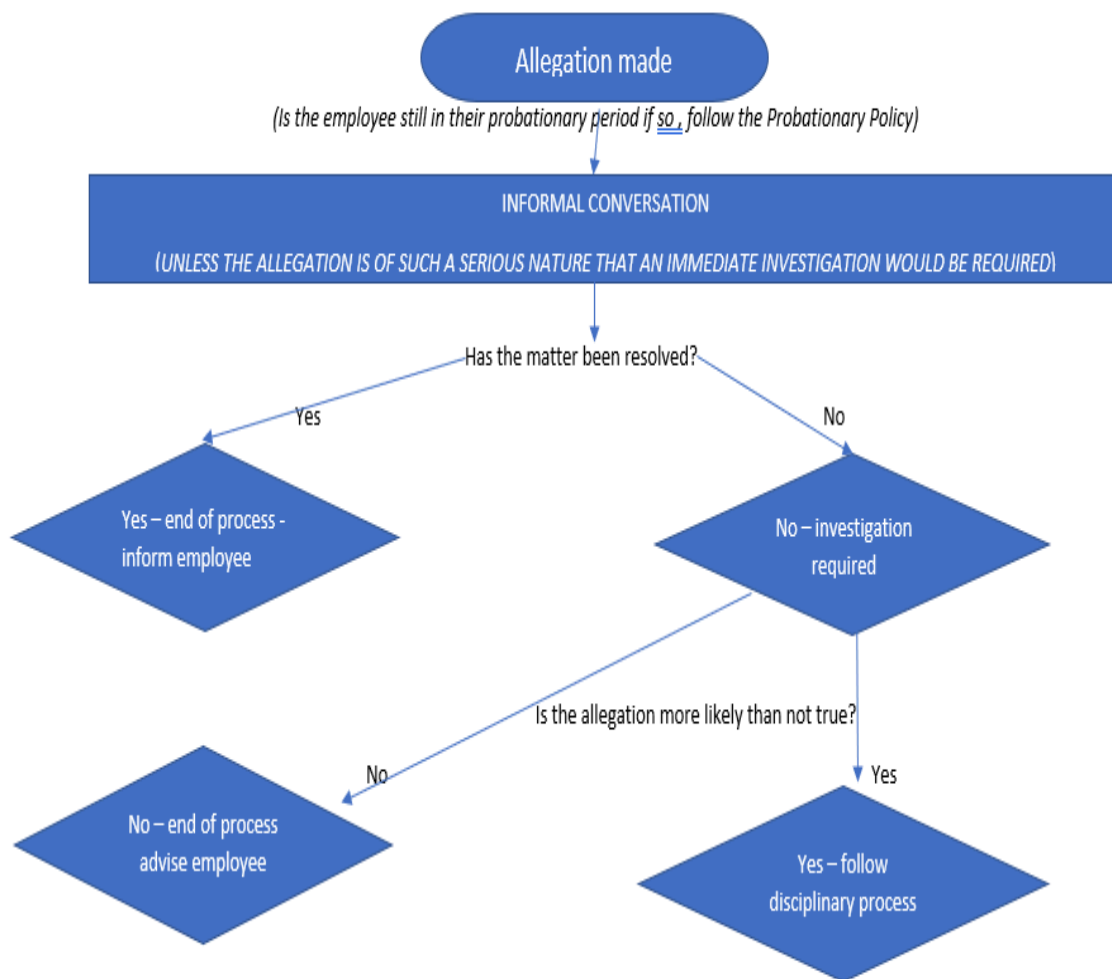


- Serious misuse of our information technology systems (including misuse of developed or licensed software, use of unauthorised software and misuse of email, social networking and the internet) contrary to our Acceptable Users Policy user policy;
- Undertaking unauthorised paid or unpaid employment during when you are contracted to work in a trust school;
- 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 - Simple guide to Allegations and when to follow the disciplinary policy



### Disciplinary Process Steps;

- i. Letter inviting employee to a disciplinary meeting
- ii. Meeting
- iii. Decision
- iv. Inform employee
- v. Appeal (if requested)