

Embrace
S C I T T



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[Embracetsh.co.uk](https://embracetsh.co.uk)

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September 2027

Person(s) Responsible for Review:

Head of SCITT & Operational Leadership Group

Approved by:

Strategic Leadership Group

Adoption date:

02.10.2023

Signed on behalf of the Strategic Leadership Group:

Ms Angela Holdsworth MBE

CEO & Accounting Officer

Embrace SCITT

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CEO & Accounting Officer Ms A Y Holdsworth MBE

Head of SCITT Mr J Findlay-Pidcock



Purpose

The purpose of this policy is to provide clear procedures for dealing with concerns raised by Embrace SCITT or its partner schools about a trainee's conduct in line with Embrace SCITT's Code of Conduct, Part 2 of the National Teacher Standards – Personal and Professional Conduct and policies from Embrace SCITT and its Partner Schools. Trainee is a term used to refer to provider-led trainee. Nothing in this policy is intended to form the basis of a contract between the SCITT and Trainee. The SCITT may amend this policy at any time.

Scope

Failure to abide by the Embrace SCITT Code of Conduct and breach of school policies will result in a disciplinary process for trainees. Any audio or video recordings of meetings or discussions held pursuant to this Policy by the Trainee are strictly prohibited. Any actual or suspected recording may be dealt with as a separate serious disciplinary matter.

Examples where this policy may be required to be implemented are:

Any action which is deemed to be in direct contravention of Part 2 of the National Teacher Standards – Personal and Professional Conduct, such as:

<i>Trainee persistent absence or poor punctuality.</i>	<i>Inappropriate use of social media</i>	<i>Breach of confidentiality</i>
<i>Dishonesty or fraud</i>	<i>Drug, alcohol or substance misuse</i>	<i>Persistent inappropriate behaviour or attitude</i>
<i>Aggressive, violent or threatening behaviour</i>	<i>Safeguarding concerns</i>	<i>Financial misconduct</i>
<i>Criminal conviction or caution (including failure to disclose any new cautions or convictions)</i>	<i>Damage to Sea View Trust, Embrace SCITT or a Partner School's property</i>	

Please note that the above is not an exhaustive list and the SCITT fully reserves its right to identify other conduct which may be subject to the terms of the policy.

Suspension from Training


- The Head of SCITT is responsible for suspending a Trainee from training.
- Trainees will be informed verbally and in writing of a suspension from training.
- Embrace SCITT reserves the right to suspend a Trainee from their training with immediate effect if an allegation may be deemed to pose a potential risk to Embrace SCITT, its Partner Schools or Pupils.
- Suspension from training is non-prejudicial and does not assume 'guilt' and is used to ascertain facts and ensure a thorough investigation can be conducted, where necessary.

Process

Stage 1 (informal):

- Any concern or disciplinary matter should be raised and resolved at local level if possible, in the first instance, for example by the School-Based Mentor if it occurs in school placement or Lead Mentor if occurs in Centre Based Training.
- An informal meeting will be held with the trainee to discuss the problem.

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- c. Instructions and guidance will be recorded during weekly meetings and referred to at a later stage to evidence that an informal approach was attempted and the success/failure of such approach.
- d. In the event of repeated, low level concerns, a Lead Mentor may issue a 'Training Instruction' to direct the Trainee to fulfil their obligations or requirements.


Stage 2 (formal):

- a. If the disciplinary matter is not resolved at stage 1, or is considered serious, it needs to be managed under stage 2 of this policy.
- b. A formal meeting will be held between the trainee and Head of SCITT with the SCITT Co-Ordinator.
- c. Trainees will be given reasonable notice of this formal meeting and will be provided with information relating to the concerns in writing, either within the meeting letter or as attachments.
- d. Trainees are required to attend the formal meeting to present any mitigating circumstances, if applicable.
- e. Trainees can be accompanied for support to a formal meeting by a union representative or a trainee colleague. No legal representatives will be permitted.
- f. Trainees should note that information relevant to the concerns may be discussed that they have not made the person(s) accompanying them aware of and should be prepared for the formal meeting to continue even if they wish the person accompanying them to leave.
- g. Trainees with a disability or specific learning difficulty are invited to notify the host of the formal meeting in advance if they would like additional assistance or reasonable adjustments before or during the process.
- h. Where it is deemed that misconduct has occurred or has been admitted, appropriate outcomes/sanctions will be applied.
- i. Outcomes or sanctions which may be issued can include, but are not limited to one or more of the following:
 - i. No Trainee misconduct determined.
 - ii. Acknowledgement of the breaches but no further action.
 - iii. Verbal warning, recorded on the trainee file (for minor breaches)
 - iv. Written warning, recorded on the trainee file. (for more serious breaches)
 - v. Referral to a Disciplinary Review Board (for very serious breaches)
- j. Trainees may be directed to complete further training as part of the outcomes or sanctions.
- k. The Head of SCITT is responsible for determining the severity of the alleged breaches.
- l. Written confirmation of the outcome will be provided to the trainee and retained on the trainee record.
- m. Trainees will receive a copy of the notes from the meeting for information. If no misconduct is determined, a copy will not be held on the trainee's file.
- n. Not complying with this procedure or the resulting instruction or warning where applicable, may result in an immediate referral to a Disciplinary Review Board.

Stage 3 Disciplinary Review Board – *Formal*

- a. Disciplinary Review Board may be convened in, but is not limited to, the following circumstances:
 - i. Where a complaint/allegation is more serious than one which could be dealt with at stage 2.
 - ii. On completion of any Police or other criminal investigations.
 - iii. As a result of a vexatious allegation under the Trainee Complaints Policy and Procedure.
 - iv. A serious allegation/complaint or repeated failure to follow the Code of Conduct, SCITT and/or school policies which would not be appropriate due to its seriousness to be dealt with at stage 2.
- b. The Trainee will be informed verbally and in writing within 5 working days of the alleged misconduct or completion of Stage 2 processes.

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
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- c. The Review Board meeting will be held within 20 school days of notification of the meeting.
- d. The Trainee will be invited to attend with a peer or Teaching or Student's Union representative. The invitation will include key information, including; the name of the Investigating Officer (responsible for collating information relevant for the Review Board's consideration), date (which will be no less than 10 days from the date of the invitation), time & venue of the meeting; the composition of the panel; the deadline by which the Trainee can submit any additional information pertaining to the case (after which the additional information will not be taken into account).
- e. The Review Board will:
 - i. Be held in the Trainee's absence unless they are able to provide sufficient medical evidence to explain why they are not able to attend.
 - ii. Be made up of at least three people from the Embrace SCITT team, including representation from the SCITT Leadership Team, Strategic Leadership Group, Programme Leaders and Lead Mentors.
- f. The Review Board will consider:
 - i. The evidence provided by the Investigating Officer. This will be supplemented by a verbal summary on the day.
 - ii. The alleged misconduct, breach of the Code of Conduct or SCITT / School policies and procedures.
 - iii. The support, guidance and instructions provided to ensure that Trainee understands their statutory obligations and professional expectations.
 - iv. Any further evidence provided by the Trainee beforehand or during discussions.
- g. The Review Board will be minuted and these will be provided to the Trainee within 10 school days following the meeting. This communication will inform the Trainee of the outcome of the Review Board.
- h. Potential outcomes of the Review Board are:
 - i. No Trainee misconduct determined.
 - ii. Verbal warning, recorded on the trainee file
 - iii. Permission to continue on the programme with a formal written warning on file and a requirement for further training.
 - iv. Final written warning, recorded on the trainee file.
 - v. Expulsion from the programme with immediate effect.
- i. The Review Board will write to the Trainee informing them of their decision.

Appeals

- a. The Trainee has the right to appeal against the decision of the Disciplinary Review Board.
- b. If the Trainee wishes to appeal they should inform the Head of SCITT in writing, outlining the reasons for the appeal within 10 working days of the outcome having been given to the Trainee.
- c. If the Trainee is dissatisfied with the outcome of the formal stage, they can appeal via a review.
- d. A review will consider:
 - i. a review of the procedures followed at the formal stage.
 - ii. a consideration of whether the outcome was reasonable.
 - iii. any new material evidence that the Trainee was unable, for valid reasons, to provide at Stage 3.
- e. The review will not:
 - i. re-hear the complaint afresh
 - ii. involve a further investigation
- f. An appeal must have been considered at the Disciplinary Review Board (Stage 3) before it can be escalated to the review stage.

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- g. If an appeal reaches this stage, a Review Panel drawn from the Embrace SCITT Strategic Leadership Group will consider the way in which the complaint was investigated in Stage 3. The Trainee will be invited in writing to attend a hearing and given 10 school days' notice of the hearing date.
- h. Trainees will be offered the opportunity to be accompanied by a peer or representative from a Teaching Union or Students' Union (legal representation will not be permitted).
- i. The Trainee will be provided with information about the composition of the panel, a summary of the evidence to be considered and information about the support that is available to them including contact details.
- j. The panel will consist of three untainted members of the Embrace SCITT community, e.g. SCITT Leadership Team, Strategic Leadership Group, Lead Partners or Partner Schools. They will consider the evidence.
- k. The Appeals Board meeting will be minuted recording the date, people in attendance and a brief summary of the meeting.
- l. The Panel will consider the following questions:
 - i. Were the relevant procedures followed during the formal stage(s)?
 - ii. Was the outcome reasonable in all the circumstances?
 - iii. Has the Trainee received clear reasons why the outcome from previous stages has been determined.
 - iv. If new material evidence has been provided, has the Trainee given valid reasons for not supplying this earlier?
 - v. If new material evidence is submitted, would this have altered the determination at Stage 3?
- m. The Appeals Panel, having considered the material submitted to them may:
 - i. Overturn the outcome of the Disciplinary Review Board and recommend a remedy.
 - ii. Refer the appeal back to the Disciplinary Review Board.
 - iii. Uphold the outcome of the formal stage.
- n. The Chair of the Review Panel will write to the Trainee with their decision and an outline of the reasons for their decision within five working days of the hearing. Where appropriate, this letter will also advise the Trainee on their right to appeal to the OIA, the time limit for doing so and where and how to access advice and support with this process.

Office of the Independent Adjudicator

- a. Once the review stage is completed, the Trainee is entitled to ask the Office of the Independent Adjudicator for Higher Education (OIA), the independent ombudsman service, to review their appeal about the outcome of the Embrace SCITT Fitness to Train process. The appeal should be submitted to the OIA within 12 months of the date of the Completion of Procedures letter from the Chair of the Review Panel.

Data Protection

- a. Embrace SCITT will retain data related to the investigation for 7 years from the start of the investigation and after this time all data will be deleted. All data will be stored securely during this time.
- b. All investigations will be treated confidentially. Embrace SCITT will only disclose information to those who need it to investigate or to respond to the issues raised.
- c. When a Trainee responds to an investigation they should only include any necessary information about third parties. Evidence provided must focus on the impact that a third party has had on the Trainee themselves and kept to that which is necessary for the submission being made. For example, if the investigation is based

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on the health of a family member, Embrace SCITT does not need to see the detailed medical information about that person.