



Embrace
S C I T T



Trainees with Medical Needs

Policy Version & Issue Date:	Version 1 – January 2025
Versions available at:	Embrace-education.co.uk
Hard copies made available from:	Embrace SCITT (upon request)
Date of next review:	July 2025
Person(s) Responsible for Review:	Head of SCITT & Operational Leadership Group
Approved by:	Strategic Leadership Group
Adoption date:	January 2025
Signed on behalf of the Strategic Leadership Group:	

Angela Holdsworth MBE

*CEO
Accounting Officer*

1. Factors which may impact on a Trainee's safety in fulfilling their duties and/or Training to Teach

- 1.1. Some Trainees may experience difficulties during their Training programme which inhibit their fitness to train to teach.
- 1.2. Trainees are responsible for declaring any medical, learning and mental health difficulties which may impact on their capacity to train to teach.
- 1.3. Embrace SCITT has identified a number of supportive mechanisms to ensure reasonable adjustments (see Equal Opportunities) can be made to intervene and establish equality of access.

2. Trainees' Wellbeing & Mental health

- 2.1. Trainee wellbeing is at the heart of all that we do at Embrace SCITT and across its Partnership.
- 2.2. The SCITT prioritises Trainee wellbeing through its systems, ensuring that Trainees have all that they need in order to achieve well.
- 2.3. Embrace SCITT acknowledges that Trainees are responsible for their own wellbeing and seeking support for their mental health where necessary.
- 2.4. Embrace SCITT will ensure that Trainees are given opportunities to better understand how they can manage their own wellbeing and mental health during the programme and beyond.
- 2.5. All Trainees will be allocated a number of Mentors who can support them in maintaining positive wellbeing, generally, these will be School-Based Mentors and Lead Mentors.
- 2.6. Embrace SCITT and its Partners will ensure that a suite of wellbeing support is available to Trainees including access to the Education Support Partnership <https://www.educationsupport.org.uk>.
- 2.7. Embrace SCITT acknowledges that, occasionally, the demands of any Initial Teacher Training programme can be overwhelming, particularly when there are additional challenges outside of the programme.
- 2.8. Where a Trainee declares that they have 'stress' which is being contributed to by the pressures and demands of the programme, Embrace SCITT leaders will instigate a 'Stress Risk Assessment' (SRA).
- 2.9. SRAs will be co-produced with the Trainee and Programme Leader / Head of SCITT.
- 2.10. SRAs will always be shared between the Trainee, Programme Leader and Head of SCITT.
- 2.11. SRAs will not be shared beyond this group, unless the Trainee expressly requests that this is done.

3. Trainees with identified physical medical needs

- 3.1. Trainees are responsible for declaring any physical medical conditions that they may have.
- 3.2. Where physical medical conditions are declared, it may be appropriate for a Risk Assessment (RA) to be used to assess and begin to mitigate the risk to the Trainee, Schools (including staff and pupils) and Embrace SCITT staff.
- 3.3. Programme Leaders are responsible for instigating a Risk Assessment (RA) using the Embrace SCITT proforma. *Programme Leaders may delegate the development of the RA to an appropriately trained person with the necessary experience or knowledge to ensure it will adequately meet the Trainee's needs.*
- 3.4. A RA must focus on the impact of the medical needs on the Trainee's access to the Embrace SCITT programme, including centre- and school-based training.
- 3.5. A RA will be written in collaboration with the Trainee, identifying mitigating actions which can decrease the risk to the Trainee, Partner Schools (including staff and pupils) and the Embrace SCITT team as much as possible.
- 3.6. A RA will be reviewed when prompted by the Trainee or, if identified by a member of the Embrace SCITT team, including Lead Mentors.
- 3.7. A RA will be shared, with the Trainee's permission, with relevant stakeholders, including (but not limited to); The Embrace SCITT team, Programme Leaders, centre-based training facilitators, the Trainee's Lead Mentor, school-based mentors, placement school Headteachers and the HEI provider. This is to ensure the Trainee's safety at all times.
- 3.8. Trainees are responsible for declaring any changes to their medical conditions which may require a review of the RA. Failure to do so may result in action being taken under the 'Fitness to Train' Policy.

- 3.9. If a medical need prevents a Trainee from making appropriate progress towards the programme expectations despite reasonable adjustments, the Fitness to Train Policy may be applied.

4. Occupational Health

- 4.1. Embrace SCITT has access to Occupational Health services and will refer, with the Trainee's permission, to this service to gain further information about how the SCITT can best support the Trainee

5. Suspension from Training

- 5.1. Suspension is not a disciplinary action and will not be viewed as a judgement upon alleged, suspected or known misconduct.
- 5.2. The Head of SCITT is responsible for decisions regarding suspending Trainees from training.
- 5.3. Embrace SCITT reserves the right to suspend Trainees from their training with immediate effect if;
- Further investigation is required to support their health and safety, such as Occupational Health assessments.
 - In severe cases of ill health, a Trainee is considered not to be well enough to complete their training.
 - A Trainee's capability to train to teach is detrimental to their wellbeing and the wellbeing and/or the progress of pupils.
- 5.4. Confirmation of the decision to suspend, outlining the nature and conditions will be shared within three working days of the notification of suspension.

6. Fitness to Train Review Board – *Formal Proceedings*

- 6.1. In the event that a Trainee's medical needs prevent them keeping themselves and others safe, it *may* be appropriate to convene a Fitness to Train Review Board with respect to the Trainee's health and wellbeing and their accessibility to the programme.
- 6.2. The Trainee will be informed verbally and in writing within 5 working days of the final review of the TRIP.
- 6.3. The Review Board meeting will be held within 20 school days of notification of the meeting.
- 6.4. The Trainee will be invited to attend with a peer or Teaching / Student's Union representative.
- 6.5. The Review Board will:
- 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.
 - 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.
- 6.6. The Review Board will consider:
- The evidence provided by the Investigating Officer. This will be supplemented by a verbal summary on the day, and will include;
 - The Trainee's progress towards the programme expectations and National Teacher Standards.
 - The support provided to ensure that Trainee is given the necessary strategic direction to make progress.
 - The actions the Trainee has taken to make progress towards the SMART targets, programme expectations and National Teacher Standards.
 - Any further evidence provided by the Trainee beforehand or during discussions.
- 6.7. 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.
- 6.8. Potential outcomes of the Review Board are:
- The Trainee is not currently fit to train to teach.
 - The Trainee may be suspended from training until such a time as undertakings, recommendations or conditions by the Review Board have been met.*
 - The Trainee may be dismissed from the Embrace SCITT programme.*
 - The concern is dismissed. The Review Board will inform the Trainee of a remedy and whether an apology is required.

- 6.9. The Review Board will write to the Trainee informing them of their decision.
- 6.10. If the Trainee does not choose to appeal the decision of the Fitness to Train Review Board in line with this policy, a Completion of Procedures letter will be issued.

7. Appeals

- 7.1. The Trainee has the right to appeal against the decision of the Fitness to Train Review Board.
- 7.2. 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.
- 7.3. If the Trainee is dissatisfied with the outcome of the formal stage, they can appeal via a review.
- 7.4. A review will consider:
- a review of the procedures followed at the formal stage.
 - a consideration of whether the outcome was reasonable.
- 7.5. The review will not:
- re-hear the case afresh
 - involve a further investigation
- 7.6. The case must have been heard by the Fitness to Train Review Board before it can be considered as an appeal.
- 7.7. The Trainee will be invited in writing to attend an appeal hearing and given 10 school days' notice of the hearing date.
- 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).
 - 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.
 - The panel will consist of three untainted members of the Strategic Leadership Group. They will consider the evidence of the appeal.
 - A record of the meeting will be taken recording the date, people in attendance and a brief summary of the meeting.
- 7.8. The Panel will consider the following questions:
- Were the relevant procedures followed during the formal stage?
 - Was the outcome reasonable in all the circumstances?
 - Has the Trainee received clear reasons why the outcome from previous stages has been determined.
- 7.9. The Appeals Panel, having considered the appeal submitted to them may:
- Overturn the outcome of the formal stage and recommend a remedy.
 - Refer the appeal back to the formal stage for reconsideration.
 - Uphold the outcome of the formal stage.
- 7.10. 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 school 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. This letter will serve as the Completion of Procedures letter.

8. Office of the Independent Adjudicator

- 8.1. Once the formal proceedings have been completed, the Trainee has the right to ask the Office of the Independent Adjudicator for Higher Education (OIA), the independent ombudsman service, to review the process and outcome of the Embrace SCITT Fitness to Train process. The request 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.

9. Data Protection

- 9.1. 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.

- 9.2. 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.
- 9.3. 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 on the health of a family member, Embrace SCITT does not need to see the detailed medical information about that person.