



**MOWBRAY**  
Education Trust

# Disciplinary Policy & Procedure

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## 1 Introduction

The aims of this Disciplinary Policy & Procedure is to set out the standards of conduct expected of all staff and to provide a framework within which Managers can work with employees to maintain satisfactory standards of conduct and to encourage improvement where necessary.

It is the Trust's 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.

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. The policy has been agreed following consultation with recognised trade unions. It has been formally adopted by the Trust.

## 2 Scope

The 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 agency workers or self-employed contractors.

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 the appropriate policy or procedure.

Minor conduct issues can often be resolved informally between employees and their 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 HR file. In some cases an informal verbal warning or instruction may be given, which will not form part of the disciplinary records. 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).

Employees will not normally be dismissed for a first act of misconduct, unless the Trust decides that the conduct amounts to gross misconduct or the employee has not completed a probationary period.

As recognisable figures in the local community the behaviour and conduct of staff in the Trust outside of work can impact on their employment. Therefore, conduct outside work may be treated as a disciplinary matter if it is considered that it is relevant to the employee's employment.

### 3 Definitions

In the context of this policy Manager means the following:

- Head Teacher for all school based staff
- Centre Manager for all nursery based staff
- HR & Operations Director for all central staff
- Executive Head Teacher for all Head Teachers
- CEO for HR & Operations Director, Executive Head Teachers and Centre Managers
- Chair of the Board for CEO

A Manager may delegate some actions in this policy to an appropriate person. Managers may not delegate decision making for warnings or dismissal to another without consultation with the HR & Operations Director.

### 4 Confidentiality

It is the aim of the Trust to deal with disciplinary matters sensitively and with due respect for the privacy of any individuals involved. All employees must treat as confidential any information communicated to them in connection with an investigation or disciplinary matter.

Employees, and anyone accompanying them (including witnesses), must not make electronic recordings of any meetings or hearings conducted under this procedure.

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.

### 5 Allegations

Allegations may be brought to the Trust's attention in a number of ways and through a variety of sources. Appendix 1 sets out the Expectations of Behaviour. As with disclosures made by children and young people, adults need to be aware that in making an allegation it is not always possible to keep the matter confidential. The Manager will need to decide upon 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.

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) and the HR & Operations Director. See Appendix 2 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.

## **6 Investigations**

Upon receiving any allegations against employees it is likely that further information will be required to establish what the next course of action should be. The Manager should seek to establish the basic facts of the situation; this may involve looking at records, speaking to witnesses, reviewing CCTV etc.

### **Preliminary Investigation meeting**

A preliminary investigation meeting may be held with the employee to establish the basic facts of the circumstance and to enable the Manager 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 Manager to decide if this is appropriate.

### **Investigating Officer**

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 Manager 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.

### **Further investigation**

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 meeting. 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.

### **Interviewing witnesses**

It may be necessary to interview witnesses to obtain 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 purposes and sign and date the record. The Trust recognises that some employees may find this difficult or worrying, however all employees are expected to fully participate in any such investigation.

### **Interviewing the employee**

Investigation meetings 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. Employees do not have the right to bring a companion to an investigation meeting. 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.

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.

## **7 Criminal charges**

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 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.

The 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 meeting or say anything about a pending criminal matter, a decision may have to be made based on the available evidence.

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.

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

## **8 Suspension**

In some circumstances it may be necessary to suspend the employee from work. The suspension will be for no longer than is necessary to investigate the allegations and conclude the disciplinary process. The arrangements will be confirmed to the employee in writing as soon as possible.

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.

Alternatives to suspension, for example re-organisation of duties, work location, temporary redeployment to another role etc will be explored where relevant before a decision to suspend is made. The nature and severity of the allegations will need to be considered as will the employee's role within the Trust.

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. Additional information on the management of these allegations is available in Appendix 2.

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 meeting.

The decision to suspend an employee can be made by a Manager, Trust Board or Governing Body after consultation with the CEO, or HR & Ops Director.

## **9 Disciplinary meeting**

Following any investigation, if there are grounds for disciplinary action, the employee will be required to attend a disciplinary meeting. 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 meeting 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 meeting; and
- a copy of any relevant witness statements, except where a witness' identity is to be kept confidential, in which case as much information as possible will be provided while maintaining confidentiality.

Five working days' written notice of the date, time and place of the disciplinary meeting 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 meeting will be arranged as soon as is practicably possible.

The Manager will be responsible for ensuring that all of the arrangements for the meeting are made and that the employee receives the appropriate paperwork and notice of the meeting.

## **10 Role of companion at disciplinary meetings**

An employee may bring a companion to disciplinary meetings under this policy. The companion may be either a trade union representative or a work colleague. The

employee must inform the Manager conducting the meetings who their chosen companion is, in good time before the meeting.

Should the employee choose to bring a companion to a meeting they will be responsible for making these arrangements and for providing their companion with any paperwork that they require for the meeting.

Acting as a companion is voluntary and your 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.

If the choice of companion is not available at the time a disciplinary meeting is scheduled, the employee may propose an alternative time for the meeting 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 the disciplinary meeting once. 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.

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.

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.

## **11 Procedure at disciplinary meetings**

Employees must make every effort to attend the disciplinary meeting 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 does not attend the meeting they may send a companion on their behalf and/or submit a written statement for consideration at the meeting.

The meeting will be chaired by the Manager. The Investigating Officer will also be present as will a note taker. A member of the HR Team may also be present.

At the disciplinary meeting the Investigating Officer will set out the management case. The employee will be able to respond and present any evidence of their own. The companion may make representations to the Manager and ask questions, but should not answer questions on the employee's behalf. The employee may confer privately with the companion at any time during the hearing.



Relevant witnesses may be asked by the Investigating Officer or the employee to attend the meeting. 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 Manager decides that a fair meeting could not be held otherwise.

The Manager may adjourn the disciplinary meeting 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 meeting. The employee will be given a reasonable opportunity to consider any new information obtained before the meeting is reconvened.

The employee will be informed in writing of the decision and the reasons for it, usually within 5 working days of the disciplinary meeting. Where possible this information will also be explained to the employee in person.

## 12 Disciplinary penalties

The Manager may find that there is no case to answer and may refer the case back to an informal process. Alternatively, the Manager may give the employee a disciplinary warning or dismiss the employee.

The usual penalties for misconduct are set out below. No penalty should be imposed without a disciplinary meeting. 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.

**First written warning.** A first written warning may be authorised by a Manager. It will usually be appropriate for a first act of misconduct where there are no other active written warnings on the employee's disciplinary record.

**Final written warning.** A final written warning may be authorised by a Manager. It will usually be appropriate for;

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

**Dismissal.** Dismissal may be authorised by a Head Teacher, a panel of Governors or Board members, the CEO or HR & Ops Director. It will usually only be appropriate for:

1. further misconduct where there is an active final written warning on the record;  
or
2. 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).

## **13 The effect of a warning**

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.

A first or final written warning will usually remain active for twelve months, this may be increased in consultation with the HR & Ops Director. In exceptional cases verging on gross misconduct a final written warning may state that it will remain active indefinitely. 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.

After the active period, the warning will remain permanently on the employee's HR file but will usually be disregarded in deciding the outcome of future disciplinary proceedings.

## **14 Appeals against disciplinary action**

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 Manager within 5 working days of the date on which the employee was informed of the decision.

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.

If any new matters are raised in the appeal meeting further investigation may need to be carried out. The Chair may adjourn the appeal meeting 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 meeting. 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 meeting is reconvened.

The employee must be given written notice of the date, time and place of the appeal meeting. This will normally be no less than five working days. The employee may bring a companion to the appeal hearing (see section 10).

Where possible, the appeal meeting will be conducted by a more senior Manager or Panel not previously involved in the case. The meeting will be a review of the fairness of the original decision in the light of the points of appeal and any new information that may have come to light. The appeal will be dealt with as impartially as possible.

Following the appeal meeting the Manager or Panel may;

- confirm the original decision;
- revoke the original decision; or
- 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.

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.

## **15 Referrals to external bodies**

In cases where employees are dismissed or resign during a disciplinary process a referral to the Disclosure and Barring Service and Secretary of State will be made where the thresholds for referral are met.

## **16 Review**

This policy & procedure is reviewed biennially by the Trust in consultation with the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.

# Appendix 1 - Expectations of behaviour

## 1 Introduction

The aim the Expectations of Behaviour is to set out the standards of conduct expected of all staff and to provide guidance to Managers and line managers to enable them to 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, Manager or a member of the HR Team.

## 2 Expectations of behaviour

While working for the 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:
  - hours of work;
  - confidentiality;
- ensure that you understand and follow our Expectations of Behaviour and our Code of Conduct;
- observe all of the Trust's policies, procedures and regulations which are available through the MET app, via the office in your place of work or notified to you from time to time by means of notice boards, e-mail, shared IT spaces or otherwise;
- take reasonable care in respect of the health and safety of colleagues, students and third parties and comply with our Health and Safety Policy;
- comply with all reasonable instructions given by the Managers; and
- act at all times in good faith and in the best interests of the Trust and those of our students and staff.

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

### Misconduct

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

- a) Minor breaches of the Trust's policies;

- b) Minor breaches of an employee's contract of employment;
- c) Damage to, or unauthorised use of, the Trust's property;
- d) Poor timekeeping or time wasting;
- e) Unauthorised absence from work;
- f) Refusal to follow instructions;
- g) Excessive use of the Trust's telephones, email or internet usage for personal reasons;
- h) Inappropriate or other offensive behaviour, including using offensive or obscene language, victimisation or harassment of other members of staff or students;
- i) Negligence in the performance of duties;
- j) Smoking or vaping 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; or
- k) Poor attendance.

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 Policy and 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;

- a) Theft, or unauthorised removal of property or the property of a colleague, contractor, student or member of the public;
- b) Fraud, forgery or other dishonesty, including fabrication of expense claims and time sheets, pupil's work, examinations or assessments;
- c) Actual or threatened violence, or behaviour which provokes violence;
- d) Deliberate damage to the buildings, fittings, property or equipment of the Trust, or the property of a colleague, contractor, student or member of the public;

- e) Inappropriate conduct with children or young people, including failing to maintain appropriate professional boundaries;
- f) Serious failure to follow the Trust's child protection or safeguarding procedures;
- g) Making a false declaration or failing to disclose information in relation to the disqualification from childcare requirements, or becoming disqualified from providing childcare;
- h) Serious misuse of the Trust's property or name;
- i) Deliberately accessing internet sites at work or at home, using Trust equipment, which contain pornographic, offensive or obscene material;
- j) Repeated or serious failure to obey instructions, or any other serious act of insubordination;
- k) Bringing the Trust into serious disrepute;
- l) Being under the influence of alcohol (or smelling 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.
- m) Causing loss, damage or injury through serious negligence;
- n) Serious or repeated breach of health and safety rules or serious misuse of safety equipment;
- o) Unauthorised use or disclosure of confidential information or failure to ensure that confidential information in your possession is kept secure;
- p) Acceptance of bribes or other secret payments;
- q) Conviction or caution for a criminal offence that in the opinion of the Trust may affect our reputation or our relationships with our staff, students, parents or the public, or otherwise affects your suitability to continue to work for us;
- r) Possession, use, supply or attempted supply of illegal drugs;
- s) Serious neglect of duties, or a serious or deliberate breach of your contract or operating procedures;
- t) Unauthorised use, processing or disclosure of personal data contrary to our Data Protection Policy;
- u) Harassment of, or discrimination against, employees, students, parents or members of the public, related to any of the protected characteristics;

- v) 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;
- w) Giving false information regarding qualifications, entitlement to work (including immigration status) and all other statutory checks;
- x) Making a disclosure of false or misleading information under our Whistleblowing Policy maliciously, for personal gain, or otherwise in bad faith;
- y) Making untrue allegations in bad faith against a colleague;
- z) 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);
- aa) Undertaking unauthorised paid or unpaid employment during your working hours.

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 - Managing allegations of abuse against staff

In dealing with allegations of abuse against employees there is guidance that needs to be followed to ensure that children and young people are not at risk of harm as well as supporting employees through the relevant processes.

### 1 Scope

This guidance will be used alongside the Disciplinary Policy & Procedure where allegations have been made that might indicate a person would pose a risk of harm if they continue to work in regular or close contact with children in their present position, or in any capacity.

It will be used in respect of all cases in which it is alleged that an employee has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates that they would pose a risk of harm if they work regularly or closely with children.

As with other conduct issues the behaviour of employees outside of work may impact on their role within the Trust. Therefore, if concerns are brought to the Trust's attention about an employee's behaviour in regard to their own children or any other child/ children outside of the Trust, consideration will be given to any implications for children with whom the employee has contact with at work.

### 2 Initial considerations

Where the Designated Safeguarding Lead or Manager determines that the allegations meet the criteria above they will immediately contact the HR & Ops Director and the Local Authority Designated Officer (LADO) and provide them with all relevant information.

The LADO, HR & Ops Director and the Manager will consider the nature, content and context of the allegation and agree a course of action. The LADO may ask for further relevant information to be provided or obtained such as previous history, whether the child or their family have made similar allegations, and the individual's current contact with children.

#### Outcomes of initial considerations;

1. No further action by external agencies or the Trust is to be taken in regard to the individual facing the allegation. The decision and reasons for this will be



recorded. The Manager will agree with the LADO what information should be put in writing to the employee and what if any action is appropriate to take in respect of the person making the allegation. After consulting the LADO the Manager will inform the employee about the allegation and provide them with as much information as possible at the time.

2. No further action by external agencies but the Manager or HR & Ops Director determines further action is required and will refer to the Disciplinary Procedure.
3. The LADO determines that a strategy discussion is needed, or police or Local Authority's social care services need to be involved. The LADO will coordinate the appropriate arrangements and will inform the Manager. The Manager should not provide any further information to the employee. The strategy discussion will determine what action will be taken and by whom. The point at which the Trust can continue with its own disciplinary procedures will be determined. No further investigation should be carried out until agreed through this process.

### **3 Suspension**

Suspension will not be an automatic response when an allegation is reported and alternative arrangements will be considered. The risks of the employee remaining in the Trust during any process of investigation will be carefully evaluated. In cases where there is cause to suspect children are at risk of significant harm, or the allegation warrants investigation by the police, or is so serious that it might be grounds for dismissal the employee will usually be suspended.

Suspension will be managed as set out in section 8.

The Manager will consider the advice of the Local Authority children's social care services or the police with regard to suspension, but will make their own informed decision with regard to the suspension of any employee.

### **4 Support for Staff**

Where an employee is the subject of an allegation of abuse the Trust recognises that in most circumstances this will be a time of stress and anxiety. Employees are advised to seek support from their trade union representative or an appropriate colleague.

The employee will be kept informed of the likely course of action as the case progresses unless there is an objection by the Local Authority social care services or the police.

## 5 Confidentiality

The provisions in the Disciplinary Policy & Procedure regarding confidentiality apply to cases where allegations of abuse are made. The Trust will make every effort to maintain confidentiality and guard against unwanted publicity. During the process of managing these types of allegation the Trust will only release information to the wider Trust community for the purposes of reducing speculation.

## 6 Investigations

Investigations under the Disciplinary Policy & Procedure will not usually commence until the LADO and any other external agencies involved in dealing with the allegations have agreed that the Trust can proceed.

**Interviewing students.** The Investigating Officer will avoid interviewing students unnecessarily. Information will be gathered from the Local Authority social services and the police where available and accessible.

**Photographing students.** The Investigating Officer or any other person at the Trust will not take photographs of students to support allegations of abuse. In cases where it is appropriate to record injuries to a student they will use the appropriate procedure, eg body mapping, or refer to the LADO, the Local Authority social services or the police for advice. Photographs and other information provided by external agencies may be used as a part of the investigation process if appropriate and authorised by the relevant agency.

## 7 Possible outcomes

On the conclusion of the investigation one of the following four outcomes will be determined:

- **Substantiated:** there is sufficient evidence to prove the allegation (on the balance of probability)
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive
- **False:** there is sufficient evidence to disprove the allegation
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

## 8 Malicious allegations

The Trust considers the making of malicious allegations to be unacceptable. Any allegations found to not have been made in good faith by a student, parent, other employee or any other person may result in action being taken. Any allegation that is found to be malicious will be removed from the file of the employee that has been accused.

## **9 Records and references**

A record of the allegations, any investigation and the outcome will be kept on the employee's file. The employee will be provided with copies of any records held. These records will remain on file until normal retirement age or for a period of 10 years from the date of the allegation if that is longer. Details of allegations that are proven to be false, unsubstantiated or malicious will not be referred to in any reference that the Trust provides for the employee concerned.

## Log of Changes to Document

<b>Date</b>	<b>Page</b>	<b>Change</b>	<b>Who:</b>
March 17	Whole document	Original document	VB
June 17	Cover page	Updated status to final. Updated date to June 17	VB
June 12 2020	Definitions and Suspensions	Updated Job Titles	HR
Oct 20	Whole Document	Updated Job Titles	HJR
Oct 20	Investigations	Updated to ensure investigation is informal	HJR
Nov 20	Whole Document	Re-approved	MET BOARD