

5th July 2017

Executive Board Member:	Portfolio:
Cllr. Mair Stephens	Deputy Leader

Suspension Protocol For Schools

Recommendations / key decisions required:

To endorse the adoption of the Council's Suspension Protocol for Schools.

Reasons:

The purpose of this guidance is to assist Headteachers in dealing sensitively, but effectively, with situations where it is necessary to suspend a member of staff from the school, with pay, while investigations are carried out.

Directorate: Chief Executive's / People Management & Performance	Designation: Assistant Chief Executive (People Management & Performance)	Tel No. & E Mail Address: 01267 246123 PRThomas@carmarthenshire.gov.uk
Name of Head of Service: Paul R. Thomas	Senior Business Partner	01267 246375 JStuart@sirgar.gov.uk
Report Author: Julie Stuart		

Declaration of Personal Interest (if any):

None

Dispensation Granted to Make Decision (if any):

N/A

DECISION MADE:

Signed:

DATE: _____

EXECUTIVE BOARD MEMBER

The following section will be completed by the Democratic Services Officer in attendance at the meeting

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted subject to the amendment(s) and reason(s) specified:	
Reason(s) why the Officer's recommendation was not adopted:	

EXECUTIVE SUMMARY
EXECUTIVE BOARD MEMBER DEPUTY LEADER
5th JULY

Suspension Protocol for Schools

Background

There may be instances where suspension from the school with pay is necessary while investigations are carried out. Examples include potential gross misconduct cases, health and safety concerns or where there are risks to an employee or pupil(s), property or responsibilities to other parties.

This protocol explains the circumstances in which it may be appropriate to suspend; provides a step by step process to be followed once the decision to suspend has been made; provides a checklist for the Headteacher; and guidance for the suspended employee.

DETAILED REPORT ATTACHED?

NO

IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed:  Assistant Chief Executive (People Management & Performance)

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	Organisational Development	Physical Assets
YES	YES	NONE	NONE	NONE	YES	NONE

1. Policy, Crime & Disorder and Equalities

The recommendations support the Council's Strategic Aim 'Building a Better Council' and 'Making Better Use of Resources'

2. Legal

The policy has been produced in accordance with the relevant legislation, and Welsh Government Circular No. 002/2013 : Disciplinary and Dismissal Procedures for School Staff - Revised Guidance for Governing Bodies.

7. Staffing Implications

The HR Team will provide advice and guidance to schools on the application of the Suspension Protocol for Schools.

CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed:  Assistant Chief Executive (People Management & Performance)

1. Scrutiny Committee

None

2. Local Member(s)

None

3. Community / Town Council

None

4. Relevant Partners

None

5. Staff Side Representatives and other Organisations

Trade Unions - 25th May 2017; Headteacher Focus Group - 20th June 2017

Section 100D Local Government Act, 1972 – Access to Information List of Background Papers used in the preparation of this report:

THERE ARE NONE

Title of Document	File Ref No.	Locations that the papers are available for public inspection