Addison Gardens
Blythe Road
London W14 0DT

Addison Primary School

Disciplinary Policy

Approved

Autumn 2026

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CONTENTS

1. INTRODUCTION

2. NOTES OF GUIDANCE
- Counselling
- General Principles
- Investigation
- Minor Matters of Misconduct
- Serious Matters of Misconduct
- Discipline of Trade Union Official
- Suspension from Duty

3. PROCEDURE FOR SETTING UP A DISCIPLINARY

COMMITTEE HEARING:

- Before the Hearing
- At the Hearing
- After the Hearing
- Dismissal

4. APPEALS
- Appeals Panel Procedure

5. DISMISSAL: ACTION BY LA

APPENDIX 1 - *Establishment of Committees*

APPENDIX 2 - *Summary of Levels of Disciplinary Action*

GUIDANCE NOTES:

- Criminal Offences in and Outside Employment
- Role of the LA
- Disciplinary Warnings
- Conduct of Hearings

APPENDIX 3 – Procedure to Apply to Head Teachers

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DISCIPLINARY CODE AND PROCEDURE

1. INTRODUCTION

1.1 This procedure is applicable to all employees based in the school, who are responsible to the governing body. If a governing body considers that some disciplinary action is required against the Head Teacher the Director of Schools should be consulted and will advise on the appropriate procedure to be followed.

1.2 The Governing Body, whilst acknowledging that its staff are both responsible and co-operative, recognises that there is a need for rules of conduct in any place of work and that proper procedures are an aid to good management and to ensuring that employees are treated fairly and consistently.

1.3 The procedure is designed to help and encourage all employees to achieve and maintain standards of conduct. It should therefore not just be viewed as a means of imposing sanctions or as necessarily leading to dismissal. This procedure only covers conduct.

1.4 The procedure takes full account of the ACAS Code of Practice on "Disciplinary Practice and Procedures in Employment": and the ACAS advisory handbook "Discipline at Work".

1.5 Appropriate training, where necessary, shall be provided for those involved in applying the procedure.

1.6 It is important that the procedures in this document are closely adhered to as failure to do so may be prejudicial to the outcome of any such disciplinary case, for example, at an Appeal Hearing or Employment Tribunal. Advice may be sought from the LA Human Resources (Employee Relations) prior to and at all stages of the procedure. It is clearly necessary to maintain confidentiality in relation to all aspects of the disciplinary process.

1.7 A representative from the LA is entitled to attend any disciplinary hearing which may result in dismissal, or subsequent appeal hearing, in an advisory capacity. The advice of the LA is not binding. However, the LA has the power to charge the school budget for any costs of compensation that result from unfair dismissal where it has "good reason", e.g., where it is felt the Governing Body has unreasonably rejected advice from the LA representative.

1.8 The disciplinary procedure and rules will be reviewed periodically. Any amendments and additional rules imposing new obligations shall be introduced after consultation with the recognised Trade Unions.

1.9 The procedure should be read in conjunction with the Articles of Government for the School.

1.10 The term “Trade Union” is intended to cover recognised teacher associations and support staff trades unions.

1.11 A summary of the levels of disciplinary action that may be taken is contained in Appendix 2.

2. **NOTES OF GUIDANCE** - Please read carefully before using the procedure.

2.1 **COUNSELLING**

The day-to-day supervision of employees is outside the scope of this procedure. It is the responsibility of all staff in a supervisory position to monitor their staff and ensure that employees understand what is expected of them with regard to both work standards and conduct. Counselling may often be a more appropriate method of resolving problems than a disciplinary interview. It should take the form of a discussion with the objective of encouraging and helping the employee to improve. In cases of minor infringements the employee should be counselled with the intention of effecting an improvement/resolution at an early stage before the disciplinary procedure is invoked.

2.2 **GENERAL PRINCIPLES**

2.2.1 Gross misconduct is generally seen as misconduct serious enough to destroy the employment contract and make any further working relationship and trust impossible. It is normally restricted to very serious offences, for example, physical violence, theft or fraud or certain sexual offences.

2.2.2 At all stages in the procedure, the employee will be advised (in writing) of the nature of the complaint against her/him and will be given the opportunity to state her/his case before any decision is made.

2.2.3 At all stages in the procedure, the employee will have the right to be represented by an accredited and recognised Trade Union representative or a work colleague.

2.2.4 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 or payment in lieu of notice. The LA must be consulted in all cases of alleged gross misconduct and wherever dismissal may be contemplated.

2.2.5 An employee will have the right to appeal against any disciplinary penalty imposed and should have the right of appearing personally at an appeal hearing either alone or represented by a Trade Union representative or a work colleague.

2.3 INVESTIGATION

2.3.1 It is essential that all allegations of misconduct be investigated promptly to establish whether or not there is a case to answer. The preliminary investigation should be undertaken by an experienced and senior staff member i.e., Assistant/Deputy Head Teacher (A/DHT) or, in the case of more serious allegations, the Head Teacher.

2.3.2 The employee against whom the allegation is made must be informed as soon as practicable that an investigation into her/his conduct is being made and the reason for it. If the employee is interviewed during the course of the investigation, s/he prior to the interview, must be informed of their right to be accompanied by a trade union representative, or a work colleague.

2.3.3 The investigation of alleged misconduct shall be primarily concerned with establishing the facts of the case and defining the complaint, the persons affected by the problem and obtaining relevant facts and information. Any witnesses to alleged offences shall be asked to make written statements and to sign and date their statements.

2.3.4 Only after such an investigation shall the Head Teacher decide whether or not there is a disciplinary case to answer.

2.4 MINOR MATTERS OF MISCONDUCT

2.4.1 Where the Head Teacher believes that the misconduct was of a minor nature, i.e., would not warrant a penalty more severe than a first written warning (or a second written warning where there has been a repetition of minor misconduct for which a first warning is still current) a meeting will be convened with the employee and their representative.

2.4.2 At the meeting the Head Teacher will state the conclusions they have drawn from the information gathered during the investigation. The employee/ representative will formally respond (offering further information, alternative explanation of events, mitigation etc.).

2.4.3 At the end of the meeting the Head Teacher will consider all the information before them and decide what action to take.

2.4.4 The decision will be sent in writing to the employee within 3 working days of the meeting. If a first or 2nd written warning is issued there will be a right of appeal to the Disciplinary Committee of the governing body.

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2.5 SERIOUS MATTERS OF MISCONDUCT

2.5.1 Where the Head Teacher believes that the misconduct was of a serious nature (potential gross misconduct) and that the penalty could be a final warning/dismissal the case will be referred for a hearing before governors (Disciplinary Committee).

2.5.2 The Head Teacher will present the case and the process for the hearing will be as set out in Section 3.

2.6 DISCIPLINE OF A TRADE UNION OFFICIAL

2.6.1 No formal disciplinary action should be taken against a Trade Union Official until the circumstances of the case have been discussed with a more senior representative or full time official of the union concerned.

2.7 SUSPENSION FROM DUTY

2.7.1 The Head Teacher has the authority to suspend staff. It is advisable to consult the LA in advance but where this cannot be done the LA must be informed as soon as possible. The Chair of Governors must also be informed immediately a suspension occurs.

2.7.2 The employee should be offered the opportunity to be represented. However, suspension should not be delayed because of unavailability of a trade union representative. Suspension is not a form of disciplinary action and will be on full pay. Nor is it a judgement on the merits of the case. It is a reflection of the seriousness of the incident. Suspension should be for a brief period and will normally take place pending investigation and only:

Where there are reasonable grounds to believe that:

(a) An employee has committed gross misconduct;
(b) In other cases falling short of gross misconduct where the continuation of the employee on duty would significantly affect the ability to investigate the offence.

2.7.3 Within 5 calendar days, the employee shall be given by hand, or sent by first class post, a formal letter of suspension from the Head Teacher which shall include the following:

(a) The reason for suspension

(b) The date and time from which it took effect

(c) The duration of the suspension

(d) The rules of suspension e.g., the employee should not return to the place of work without permission, entitlement to pay, etc…

2.8 Only the governing body may end a suspension.

3. PROCEDURE FOR SETTING UP A DISCIPLINARY COMMITTEE HEARING

3.1 This is a hearing before members of the governing body where the employee is facing an allegation of gross misconduct.

3.2 BEFORE THE HEARING

3.2.1 The intention of the hearing is to give employees every opportunity of stating their case.

3.2.2 The employee will be notified in writing at least five working days before the hearing takes place or, with the agreement of all concerned this may be shorter. The notice may be extended to allow an employee to be adequately represented.

The notification will include:

(a) the reason for the Hearing

(b) the date, time and place of the Hearing

(c) the right of the employee to be represented

(d) copies of any relevant documentation which are to be considered

(f) the procedure to be followed at the hearing

(g) advising the employee that it will be held in the employee's absence unless a reasonable explanation for failing to attend is provided

(h) who will be present at the hearing

3.3 AT THE HEARING

3.3.1 The Hearing will be conducted by the Disciplinary Committee.

3.3.2 It is recommended that the LA is consulted at all stages and before any disciplinary action is contemplated. An LA rep may be invited to attend the hearing to offer advice on procedure.

3.3.3 An LA rep must be invited to attend any hearing which may result in an employee's dismissal.

3.3.4 This Hearing shall be private and no persons shall be present except the Members of the Committee, their Secretary and LA advisers (who shall advise on procedural aspects only), the school's representative(s), the employee and her/his representative and, whilst giving evidence only, the witnesses.

3.3.5 The management case will be presented first (i.e., the Head Teacher) and then the employee (or representative) will present their case in response.

3.3.6 The Head Teacher shall put the case in the presence of the employee and her/his representative and may call witnesses.

3.3.7 The employee or representative will be entitled to ask questions of the Head Teacher and any management witnesses.

3.3.8 The employee or their representative shall then put their case, referring to relevant documents and calling any witnesses. The Head Teacher will be entitled to ask questions of the employee and any witnesses.

3.3.9 Where the Disciplinary Committee considers that further information or discussion is required the Hearing will be adjourned until a mutually agreed date. The Disciplinary Committee is entitled to ask questions of each side at the end of their presentation and before they sum up.

3.3.10 Both parties shall have the opportunity to sum up their case if they so wish, the employee going last. New evidence must <u>not</u> be included in the summing up.

3.3.11 At the conclusion of the Hearing the Disciplinary Committee will adjourn to consider its decision. The employee will be informed of the decision orally in the presence of her/ his representative if it is practicable to do so. (The decision will be confirmed in writing within five working days).

3.3.12 Where the Disciplinary Committee consider that the case against the employee has been proved they will seek the following information before deciding on the level of punishment:

(i) Whether there are current warnings on file for similar offences.

(ii) Give the employee an opportunity to present mitigation.

3.3.13 The Disciplinary Committee will then adjourn to consider the level of disciplinary action to be applied in the circumstances of the case.

3.3.14 This decision will be given orally at the time (if practicable). The decision will in any case be confirmed in writing within 5 working days.

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3.4 **AFTER THE HEARING**

3.4.1 **CASE NOT SUBSTANTIATED** - Where the Disciplinary Committee decides no penalty should be applied this will be communicated in writing by the Disciplinary Committee to the employee.

3.4.2 **WARNING** - Where the decision of the Disciplinary Committee is that a written warning would be appropriate, the warning shall be issued by the Disciplinary Committee and shall include:

(a) The reasons for the warning, i.e., brief details of the circumstances which resulted in the warning being given.

(b) Brief details of any relevant previous warnings issued which are not time expired.

(c) A formal warning relating to the offence(s) and any management action which has been decided e.g., counselling, attendance at Inset, other forms of support.

(d) A statement that further disciplinary action may be taken if a further offence occurs.

(e) The employee's right of appeal against the warning.

(f) Expiry date of warning.

3.4.3 **DISMISSAL**

3.4.4 Where the Disciplinary Committee makes a determination to dismiss the Chair of the Disciplinary Committee must notify the employee in writing within 5 days of the Committee's decision, the reasons for this determination, the date from which it is effective and the right of appeal.

3.4.5 The LA will not act on the determination of the Disciplinary Committee until either there has been an appeal hearing, or no appeal was lodged by the employee in the time period allowed (10 working days after receipt of the letter from the Disciplinary Committee) The LA will then take action as described in Paragraph 5, page 10)

4. **APPEALS**

4.1 Appeals must be communicated in writing to the Head Teacher by the employee or her/his representative not later than 10 working days after receipt of the letter from the Disciplinary Committee stating the grounds on which they are appealing.

4.2 All appeals from the Disciplinary Committee should be heard by the Appeals Panel of the Governing Body at the earliest practical date and wherever possible before the last day of the employee's notice period where this is applicable.

4.3 At the appeal, any disciplinary penalty imposed will be reviewed but it cannot be increased.

4.4.1 Employees who wish to appeal against the Disciplinary Committee's determination to dismiss or issue a warning shall have the right of appeal to the Appeals Panel of the Governing Body. The employee or/ her/his representative must state the grounds on which they are appealing.

4.4.2 The employee shall be given notice in writing at least 14 working days in advance of the time and place of the Hearing and that s/he shall be able to call witnesses at the Hearing. This notice shall be extended, if necessary, to allow an employee to be adequately represented. An appellant who does not attend her/his appeal hearing (either in person or by a representative) shall have her/his appeal dismissed unless the absence is for good cause.

4.4.3 Seven working days before the Appeal Hearing the school's representative and the aggrieved employee shall submit a written summary of their respective cases to the Chair of the Appeals Panel and exchange cases at the same time.

4.4.4 This Hearing shall be private and no persons shall be present except the Members of the Committee, their Secretary and LA advisers (who shall advise on procedural aspects only), the school's representative(s), the employee and her/his representative and, whilst giving evidence only, the witnesses.

4.4.5 The Employee (or her/his representative) shall present the grounds for the appeal in the presence of the school's representative and shall call such witnesses as s/he wishes.

4.4.6 The School's representative shall have the opportunity to ask questions of the appellant and her/his witnesses.

4.4.7 The Panel may ask questions of the employee and his/her representative and witnesses.

4.4.8 The School's representative shall put the case in the presence of the employee and her/his representative and may call witnesses.

4.4.9 The Employee (or her/his representative) shall have the opportunity to ask questions of any witnesses called.

4.4.10 The Panel may ask questions of the school's representative and witnesses.

4.4.11 The School's representative and then the employee (or her/his representative) shall have the opportunity to sum up their case if they so wish.

4.4.12 The School's representative and the employee and her/his representative shall withdraw.

4.4.13 The Panel shall, with the LA rep, deliberate in private only recalling the school's representative and the employee and their representative to clear up points of uncertainty on evidence already given or where any matter that is relevant is in doubt. If recall is necessary, both parties are to return notwithstanding only one is concerned with the point giving rise to doubt.

4.4.14 The Panel shall announce the decision to the parties personally or in writing as may be determined (within 5 working days).

5. DISMISSAL: ACTION BY LA

5.1 Following receipt of a letter from the Chair of the Disciplinary Committee, or Appeals Committee the LA will issue a letter of dismissal to the employee. The letter shall include:

(a) The decision reached and the date from which the decision is effective.

(b) The reason(s) for dismissal as specified in Section 57 (2) of the EP(C) A 1978. There may, of course, be more than one ground in support of that reason.

(c) Brief details of any relevant previous warnings issued which are not time

expired

(d) The employee's right of appeal to the Industrial Tribunal (where the employee has sufficient service).

(e) Details of any notice to be given and holiday entitlement.

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APPENDIX 1

ESTABLISHMENT OF COMMITTEES

Schedule 3 of the Education Reform Act 1988 (which relates to dismissal of staff) allows for decisions concerning dismissal to be delegated to a committee.

The DfE guidance on this aspect of the Act is as follows:

"A committee to which any functions are delegated under Schedule 3, ERA 1988, shall include not less than 3 members of the governing body and, where a committee is established to take any initial or preliminary decision as to the dismissal of any member of staff, no member of that committee shall take part in the proceedings of any committee established to consider any appeal against that decision".

The membership of an appeal committee shall include no fewer members of the governing body than that of the first committee, the decision of which is subject to appeal."

It is therefore of utmost importance that membership of the 2 committees is established and that no governor is a member of both committees.

Role of the Disciplinary Committee

(1) To hear cases where the potential outcome may be a final warning or determination to dismiss.

(2) To hear appeals against 1st and 2nd warnings issued to staff below the level of Head Teacher. At the appeal the Committee will review any disciplinary penalty imposed but may not increase it.

Role of Appeals Committee

1) To hear appeals against a determination to dismiss - its decision will be final.

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APPENDIX 2

SUMMARY OF THE LEVELS OF DISCIPLINARY ACTION FOR ALL STAFF OTHER

THAN HEAD TEACHER

LEVEL OF WARNING	**AUTHORITY TO TAKE ACTION**	**APPEAL TO**	**REMOVAL OF WARNING FROM PERSONAL FILE AT THE END OF THE FOLLOWING PERIODS:** **(Maximum length)**
1ST WRITTEN	Head Teacher	Disciplinary Committee of the Governing Body	12 Months
2ND WRITTEN	Head Teacher	Disciplinary Committee of the Governing Body	18 Months
FINAL	Disciplinary Committee of the Governing Body	Appeals Panel of the Governing Body	24 Months*
DISMISSAL AND SUMMARY DISMISSAL	Disciplinary Committee of the Governing Body (advised by the LA Human Resources	Appeals Panel of the Governing Body	N/A

*Exceptionally, there may be circumstances where the misconduct is so serious, verging on gross misconduct, that it cannot realistically be disregarded for future disciplinary purposes. In such cases it should be made very clear that the final warning can never be removed and that recurrence will lead to dismissal.

Employees have the right to be represented at all warning levels. All hearing results will be notified in writing within 5 working days. All appeals must be lodged within 10 days of receipt of the written results of the Hearing.

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Blythe Road
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GUIDANCE NOTE 1

CRIMINAL OFFENCES IN AND OUTSIDE EMPLOYMENT

Charges brought against an individual by other parties, including the Police, and investigations by the Police, are procedurally separate from this disciplinary procedure.

Action may be taken irrespective of police or court proceedings. It does not automatically follow that an employee found guilty of an offence in the courts or taken into custody, will be the subject of disciplinary action. Neither does it follow that an employee found not guilty of an offence in the courts will be immune from action by the Governing Body.

It is for the Governing Body in consultation with the LA to consider such cases on their merits and decide whether the offence has a material bearing on the individual's suitability as an employee. The decision will depend on the nature of the offence, and the occupation of the employee.

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GUIDANCE NOTE 2

ROLE OF THE LA

1. Officers of the LA are available to give advice to schools on any aspect of the operation of the disciplinary procedure.

2. There are critical points in the procedure where it is strongly urged that advice is sought from the LA. These are:

   - Suspension: where the Head Teacher is considering suspension from duty

   - Serious Misconduct: where potential gross misconduct may have occurred and a Disciplinary Committee hearing is being considered.

3. Attendance at Disciplinary Committee and Appeal hearings:
   Schedule 3 of the Education Reform Act 1988 entitles the Director of Schools to attend disciplinary hearings which could result in dismissal. The schedule requires governing bodies to consider any advice given before making a decision. The same principle applies to appeal hearings.

   It is therefore recommended that the LA be contacted before a Disciplinary Committee is set up in order to arrange for a representative of the Director of Schools to attend the hearing.

   Governing Bodies should be aware that under employment case law a dismissal could be potentially unfair when advice is sought from someone who was not present to hear all the evidence.

   If the LA were not invited to send a representative to attend a hearing, it would not be possible to offer advice afterwards in relation to the decision to dismiss.

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GUIDANCE NOTE 3

DISCIPLINARY WARNINGS

(i) Level of Warnings

The level of warnings depends on the seriousness of the disciplinary matter under consideration.

When deciding whether a disciplinary penalty is appropriate and what form it should take, consideration should be given to:

- the penalty imposed in similar cases in the past
- any special circumstances which might make it appropriate to lessen the severity of the penalty
- the employee's disciplinary record, general record, age, position and length of service.
- whether the proposed penalty is reasonable in view of all the circumstances

In normal circumstances a final warning will only be issued after written warnings have been given for similar offences. However, serious misconduct can justify a final warning without prior written warnings.

Gross misconduct is generally seen as misconduct grave enough to destroy the employment contract. It is restricted to very serious offences.

(ii) Length of Warnings

The length of warnings specified in Appendix 2 are recommended maximum - depending on the circumstances of each case the time limit for expiry of the warning can be shorter. In addition, the currency of a warning may be reviewed while it is still in force and a view taken that the level of performance is such that the warning should be removed from the file at an earlier date than the one originally specified.

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GUIDANCE NOTE 4

CONDUCT OF HEARINGS

General Points

(1) The fundamental purpose of the hearing is to give the employee the opportunity to respond fully to the allegations which have been made.

(2) The Chair of the Hearing is responsible for the proper conduct of the hearing. This should be on a reasonably formal basis with the Chair adjudicating on any procedural issues relating to the conduct of the hearing.

(3) Advice on procedural issues can be sought from the LA representative at any point in the hearing.

(4) Any witnesses called by either side should only be present for the time it takes to give their evidence.

(5) If either side wish to present documentary evidence not previously circulated, the hearing may be adjourned to allow the other side time to consider it.

Appeal Hearings

(6) The grounds for an appeal will usually fall into (at least) one of these categories:

(i) **procedural:** that the conduct of the previous hearing was in some way flawed and therefore unfair.

(ii) **matters of fact:** where the facts of the case are contested, this could essentially mean a rehearing of the whole case.

(iii) **mitigation:** the level of punishment is too severe. The appeal hearing offers an opportunity for the employee to put forward mitigating circumstances to seek a “reduction in the sentence”

Reaching a Decision

(7) In deciding whether the alleged misconduct occurred there is no requirement (as in criminal law) to be “certain beyond all reasonable doubt”. The test under employment law is based on the “balance of probability” that the offence was committed

(8) Having decided that misconduct occurred a view then has to be taken as to the level of disciplinary action that is reasonable in the circumstances of the case.

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PROCEDURE TO APPLY TO HEAD TEACHERS

1. Introduction

1.1 The General Principles set out on page 2 are equally applicable to Head Teachers.

1.2 It is recommended that the Director of Schools is contacted by the Chair of Governors at a very early stage where potential misconduct by a Head Teacher may have occurred.

1.3 Where the Director of Schools is contacted at an early stage it will be possible for the LA to offer advice and support to the Governing Body. The Director of Schools or his/her representative, if so requested by the Governing Body, will be able to carry out specific functions which in other circumstances would be carried out by the Head Teacher.

2. Initial Stage

2.1 Chair of Governors contacts the Director of Schools to discuss circumstances and seek advice.

2.2 In the light of the Director's advice the Chair of Governors may have three options:

(i) that no further action should be taken.

(ii) that the Head Teacher should be counselled and that this will be undertaken by the Chair of Governors with the Director of Schools or his/her representative present, if so required.

(iii) that an investigation should be undertaken as per 2.3 of the procedure. The responsibility for undertaking this can be delegated to the Director of Schools at the discretion of the Chair of Governors.

3. Minor Matters of Misconduct

3.1 Where the investigation is undertaken by the LA a report will be sent to the Chair of Governors.

3.2 Where the Chair of Governors believes that the misconduct was of a minor nature, i.e., would not warrant a penalty more severe than a first written warning (or a second written warning where there has been a repetition of minor misconduct for

which a first written warning is still current) a meeting will be convened with the employee and their representative. A LA representative may be invited to attend at the discretion of the Chair.

3.3 At the meeting the Chair of Governors will state the conclusions they have drawn from the information gathered during the investigation. The employee/ representative will formally respond (offering further information, alternative explanation of events, mitigation etc.).

3.4 At the end of the meeting the Chair of Governors will consider all the information before them and decide what action to take.

3.5 The decision will be sent in writing to the employee within 3 working days of the meeting. If a first or second written warning is issued there will be a right of appeal to the Disciplinary Committee of the governing body.

4. Suspension

4.1 Where the Chair of Governors considers that suspension may be warranted, they should first discuss this with the Director of Schools.

4.2 If it is decided to suspend the Head Teacher this should be carried out as follows. The LA will undertake the functions listed if requested to do so.

4.2.1 The Head Teacher should be offered the opportunity to be represented. However, suspension should not be delayed because of the unavailability of a trade union representative. Suspension is not a form of disciplinary action and will be on full pay. Nor is it a judgement on the merits of the case. It is a reflection of the seriousness of the incident. Suspension should be for a brief period and will normally take place pending investigation and only:

Where there are reasonable grounds to believe that:

(a) an employee has committed gross misconduct;

(b) in other cases falling short of gross misconduct where the continuation of the

employee on duty would significantly affect the ability to investigate the offence.

4.3 Within 5 calendar days, the employee shall be sent by first class post and by recorded delivery, a formal letter of suspension which shall include the following:

(a) the reason for the suspension

(b) the date and time from which it took effect

(c) the duration of the suspension

(d) the rules of suspension, e.g., the Head Teacher should not return to the place of work without permission, entitlement to pay, etc.

4.4 Only the governing body may end a suspension.

5. Serious Matters of Misconduct

5.1 Where the result of the preliminary investigation indicates that the misconduct was of a serious nature (potential gross misconduct) the case will be referred for hearing before the Disciplinary Committee.

5.2 The responsibility for setting up the hearing and presenting the management case can be undertaken by the LA if requested to do so.

5.3 The process for the hearing is as set out in Section 3 of the Code: “Procedure for setting up a Disciplinary Committee Hearing” (page 5).

5.4 In relation to any appeal hearing: the LA can undertake the organisation of this if requested to do so. The procedure will be as set out in Section 4 of the Code, paragraph 4.4 “Appeals Panel Procedure” (page 9).

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SUMMARY OF THE STAGES IN THE DISCIPLINARY PROCEDURES FOR HEAD TEACHERS

LEVEL OF WARNING	AUTHORITY TO TAKE ACTION	APPEAL TO	REMOVAL OF WARNING FROM PERSONAL FILE
1ST WRITTEN	Chair of Governing Body	Appeals Panel of Governing Body	12 Months
2ND WRITTEN	Chair of Governing Body	Appeals Panel of Governing Body	24 Months
FINAL	Chair of Governing Body	Appeals Panel of Governing Body	36 Months
DISMISSAL AND SUMMARY DISMISSAL	Disciplinary Sub-Committee advised by the LA Human Resources Rep	Appeals Panel of the Governing Body	N/A

Head Teachers have the right to be represented at all warning levels. All hearing results will be notified in writing within 5 working days.

Updated: Autumn 2026

Due for Review: Autumn 2028