**PRECAUTIONARY ACTION CHECKLIST - To be completed in ALL cases where suspension or redeployment is being considered during an investigation**

Suspension should usually only be considered if there is a serious allegation of misconduct and:

* working relationships have severely broken down
* the employee could tamper with evidence, influence witnesses and/or sway the investigation into the allegation
* there is a risk to children or other employees, property or other stakeholders
* the employee is the subject of criminal proceedings which may affect whether they can do their job.

Alternatives to suspension will be considered and implemented if at all possible.

This assessment tool is to be used prior to any decision being taken about whether to suspend/redeploy or limit the duties of any employee.

The line manager should complete the risk assessment seeking advice from an appropriate HR colleague and retain a copy on the investigation/personal file.

The decision to suspend or not lies with the relevant member of the Trust’s Executive Team and must be reviewed every 10 working days during the period of any suspension.

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| --- | --- |
| Employee Name: |  |
| Employee Job Title: |  |
| Employee’s Work Place: |  |
| Description of reason for proposed suspension: | |

Please complete the questions below:

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| --- | --- |
| Is the reason for the proposed suspension reflected in the criteria entitled “gross misconduct” in Appendix 1 of the Trust’s Disciplinary Policy?  If yes, please outline which. | Yes/ No |
| Is there a risk of harm to a child by the employee remaining at work?  If yes, please describe: | Yes/ No |
| Is there a risk of harm to other employees by the employee remaining at work?  If yes, please describe: | Yes/ No |
| Is there a risk to the employee of them remaining at work?  If yes, please describe: | Yes/ No |
| Is there a risk to the Trust or its services by the employee remaining at work?  If yes, please describe: | Yes/ No |
| Is there a risk that the investigation would be adversely impacted if the employee remained at work?  If yes, please describe: | Yes/ No |
| Is the employee the subject of criminal proceedings which may affect whether they can do their job?  If yes, please describe: | Yes/ No |
| Has the individual’s working relationships broken down so severely that they are unable to work together? | Yes/ No |

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| If yes has been answered to any of the above questions, are there any alternatives to suspension that could be put in place, e.g. a change to the individual’s working arrangements? If yes, please describe what these are. |

**Outcome of the assessment**

|  |  |  |
| --- | --- | --- |
| Should the employee be suspended? | | Yes / No |
| Signed by Executive Team member: |  | |
| Name of Executive Team member: |  | |
| Date of assessment: |  | |
| Date of review: |  | |

If the outcomes of the assessment leads to a suspension the following actions must be taken by the suspending manager:

1. Advise the employee (and representative if present) of the decision to suspend
2. Follow up in writing using the standard suspension letter (from Self-service HR)
3. Contact the IT systems provider and instruct them to suspend access to Ebor IT systems
4. Obtain contact email address and obtain agreement for it’s use during suspension
5. Advise [hr@ebor.academy](mailto:hr@ebor.academy) of the contact details so that the HR system can be updated
6. Ensure that an agreed contact point is set up outside of the line management