



Disciplinary Policy Appendix 1

Dyddiad Cymeradwyo a Dyddiad Adolygu
Date Approved and Review Date

*Gweler Cynllun Adolygu Polisiau
See Policy Review Timetable*

Suspension Risk Assessment

Employee	Payroll Reference
Assessment Date	
Investigating Officer	

Incident/Allegation

Potential/Actual Risks

Likelihood ✓

Risks	Specific details of risk	Highly	Likely	Unlikely	Highly Unlikely
Could the continued presence in the school be a risk to the individual (i.e. physical or emotional well-being)? Reminder – Consider Occupational Health support if required					
Could the continued presence in the school be a risk to others (i.e. pupils, colleagues, third parties)?					
Could the individual's continued presence in the workplace make it difficult for a full and proper investigation of the incident/ allegation					
Could the individual's continued presence in the workplace cause significant disruption to school activities (i.e. service provision, anxiety for colleagues)?					
Would the continued presence in the school pose a risk to the reputation of the school?					
Would suspension be in the public interest?					
Is the allegation one that may lead to or involve significant legal action, e.g. fine, imprisonment, etc (and could the continued presence in the school compromise a criminal investigation)?					
Are there any other risks (e.g. financial)? Please specify.					

Control measures/safeguards

Would the implementation of control measures/safeguards lessen the risks identified (e.g. relocation of employee)?		YES / NO	Please provide details below.
Proposed control measures/safeguards		Responsible manager	
1.			
2.			
3.			
4.			
<p>Outcome of assessment</p> <p>Based on the evidence available, the decision of the Headteacher/Chair of Governors is:</p> <p>*Delete as appropriate</p>			
Risk very low/low Suspension not required*		Risk very high/high Suspension required*	
Signed Head Teacher / Chair of Governors	Print Name	Date	