# **SGF10 - Suspension risk assessment**

The following factors need to be considered and discussed with Human Resources prior to suspension taking place.

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|  | **Consideration notes** |
| **Nature of the alleged incident**   * Degree and nature of alleged offence * Duration and frequency of allegation * Extent of pre-meditation * Degree of any threat or coercion |  |
| **Information re: member of staff**   * Previous concerns * Previous allegations * Contact with child(ren) / young person / people concerned and generally |  |
| **Advice from other stakeholders**   * Police * LADO etc |  |
| **Investigation**   * Possibility of the investigation being impeded or corrupted should the person remain in work * Possibility of further allegations being made / issues arising for person if in school during investigation |  |
| **Health and Safety**   * Potential risks to the person’s health and safety should they remain in school (impact of threats from parents / carers / potential press interest etc) * Potential risks to the health and safety of others. |  |
| **Alternatives to suspension**  Explore and assess all other potential options e.g. redeployment or supervision or working from home etc |  |

**Risks identified and action plan:**

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**Decision to Suspend: Date:… …………………..**

Human Resources sign off………………………………………

Principal sign off………………………………………………………………….

**A copy of the letter communicating the decision to suspend should be retained with the investigation file.**