# **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
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| **Information re: member of staff*** Previous concerns
* Previous allegations
* Contact with child(ren) / young person / people concerned and generally
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| **Advice from other stakeholders*** Police
* LADO etc
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| **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
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| **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.
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| **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.**