



Disciplinary Policy

1. Introduction	2
2. Scope	2
3. Key Definitions	3
4. Confidentiality.....	5
5. Right of Representation.....	5
6. Suspension or Alternative Temporary Arrangements.....	6
7. Criminal Offences.....	6
8. Safeguarding Concerns.....	7
9. Grievances.....	7
10. Policy Stages.....	7
10.1 Initial Assessment.....	8
10.2 Informal Stage.....	9
10.3 Investigation.....	10
10.4 Formal Stage - Disciplinary Meeting	11
10.5 Disciplinary Action and Dismissal.....	12
10.6 Appeal.....	13
11. Sickness Absence.....	14
12. Linked/overlapping policies	13
13. Support.....	14
14. Governance.....	14
Appendix One - Misconduct and Gross Misconduct	14

Prepared By	One Trust Services People team
Approved By	People, Pay & Culture Committee
Original Approval Date	May 2024
Policy Review Date	August 2025

HISP Multi Academy Trust Disciplinary Policy

Our Trust's Disciplinary Policy

We write our policies through a particular lens: these documents are vital to the underpinning for our Trust to be one Trust. References to “you” are intended to explain the important role you, the employee, have in our Trust and references to “we” refer to the responsibilities we recognise HISP has as an employer. Together we are One Trust.

This policy supports our values by putting *Pupils First* by ensuring high standards of conduct that protect the wellbeing and learning of all pupils. It promotes *Equity, Excellence*, and *Courage* by applying fair, consistent processes that uphold our expectations while treating staff with dignity and respect.

1. Introduction

We expect you, our employee, to display the highest standards of conduct and behaviour when carrying out your role and to follow the rules, policies and procedures at all times.

We are committed to assisting you achieve the required standards of conduct and behaviour. We will provide you with the necessary information, advice, support and encouragement. We have a Code of Conduct which provides a framework within which it is expected you will work. Please contact your local HR contact if you are unable to locate this through the link on the employee self-service platform or your school's internal sharepoint site.

There may be circumstances when your conduct and behaviour does not meet our expectations. Where your behaviour falls short of the expectations, we may take action and the Disciplinary Policy defines the framework for the approach that will be taken. In addition, reference should be made, where appropriate, to the Trust's Safeguarding and Child Protection Policy and in particular to the section 'Managing Allegations against Staff'.

2. Scope

The Policy applies within HISP Multi-Academy Trust (the Trust) to:	- Teachers including Leadership, Upper Pay Range, Main Pay Range and Unqualified Teachers in all units / Schools. - Support Staff in all units / Schools.
--	---

HISP Multi Academy Trust

Disciplinary Policy

The Policy does not apply to:	• Employees within their settling in (probationary) period. • Volunteers. • Casual staff. • Contractors and agency workers.
-------------------------------	---

This Policy is non contractual and does not form part of your terms and conditions.

3. Key Definitions

Misconduct - is an act of either wilful or negligent conduct, behaviour or omission.

Gross misconduct - is an act of misconduct which is so serious in nature that it fundamentally damages the employment relationship and justifies dismissal without notice.

Allegation - a claim or statement that you have done something wrong or illegal.

Balance of probabilities - a logic that is applied to assist the Investigating Officer and Panel members. This helps to form a view as to whether an event was more likely than not to have occurred based on the evidence.

Initial assessment - the process undertaken by the appropriate senior leader to establish the immediate facts/circumstances and to determine whether any further action is required.

Investigating Officer - the individual appointed to investigate the disciplinary matter.

Suspension or alternative arrangements – are neutral and precautionary acts. They may be considered at any point during the Disciplinary Policy whilst an investigation is being carried out and until any decision is taken on the outcome of that investigation.

Timescales - all reference to ‘days’ refers to working days, regarded as Monday to Friday, excluding public holidays. If you work on a term time only basis, then school holidays will be excluded when applying the timescales.

A reference to “x working days” indicates the number of clear days between (and exclusive of) the day a letter is issued and the day of the meeting or hearing.

Unit – an organisational group within HISP Multi-Academy Trust which is not a School - such as the Inspiring Future Teachers team, the Teaching School Hubs, the One Trust Services team.

4. Confidentiality

It is expected that all parties involved in the disciplinary process will maintain confidentiality as appropriate. This is both within and outside of the School and HISP

HISP Multi Academy Trust

Disciplinary Policy

accounts (including social media).

This means that you must not discuss the details of the allegation(s) with other colleagues (except your professional association/trade union representative), governors, pupils, or parents in such a way which could compromise your position or the integrity of the investigation without the prior permission of your Headteacher/senior leader. This does not prevent you discussing matters with your representative. If you have a spouse/partner who also works at the Trust, you should seek advice on how to manage this situation. Clarification should be sought from your Headteacher/senior leader if you are in doubt.

If any party does not maintain confidentiality further action may be taken under the Disciplinary Policy.

5. Right of Representation

You are actively encouraged to contact your professional association/ trade union representative at the earliest opportunity to obtain advice and support at any point within this procedure.

You will not usually be represented/ accompanied at any discussions within the informal stage of the Policy. There may be circumstances when you ask to be represented, by a professional association/ trade union representative or a work colleague. Consideration will be given to any such requests and will normally be accommodated where it does not cause a delay to the process.

You can request to be accompanied at an investigation or suspension meeting by a professional association/ trade union representative or a work colleague. In such cases, this should normally be accommodated where it does not cause any unnecessary delay in scheduling the meeting.

You have the right to be represented/ accompanied at a formal stage hearing or appeal hearing. This can be by a professional association/ trade union representative or a work colleague. The right to be accompanied is limited to one person only.

It is your responsibility to:

- arrange your own representative.
- liaise with your representative to agree the formal hearing or appeal hearing date and time.
- advise us of the representative's details as soon as practicable.

There is no right to legal representation at any stage of this Policy.

HISP Multi Academy Trust

Disciplinary Policy

6. Suspension or Alternative Temporary Arrangements

Before making a decision about suspension or alternative temporary arrangements, the appropriate manager must seek advice from their One Trust Services People team contact and will carry out a suspension risk assessment. The Executive Headteacher/Headteacher /Head of HISP Unit has delegated authority to suspend you, in consultation with the One Trust Services People team contact. If suspension of the Executive Headteacher/Headteacher/Head of Unit is being considered then the decision rests with relevant Executive Team Leader in consultation with the Chair of the Academy Committee and the One Trust Services People team contact.

In some cases where urgent action is required, it may be necessary for you to take a short period of management leave ahead of any decision on how to proceed, including whether it is appropriate to suspend.

Suspension or risk assessed alternative temporary arrangements are neutral and precautionary acts. They may be considered at any point during this procedure, whilst an investigation is being carried out. Careful consideration will be given before a decision to suspend is taken. Reasonable grounds for suspension include, but are not limited to:

- Children/adults are at risk.
- You need protection yourself.
- Where your presence at work may impede the investigation.

and:

- During suspension or alternative temporary arrangements, you must adhere to all relevant requirements.
- Written confirmation of the decision regarding suspension must be provided to you.
- Suspension or alternative arrangements must be regularly reviewed.
- There is no right of appeal against the decision to suspend you.

If you are suspended, or where other limitations have been placed on accessing documents or witnesses, you should discuss reasonable access to facilities to enable a fair response to any allegations. Whilst suspended you should be contactable by telephone or other agreed means during your normal working hours. You will be provided with a named 'welfare' contact who, for example, will keep you informed of matters arising in your absence. This person will not be able to discuss any aspects of the disciplinary investigation. Questions in relation to the disciplinary matter should be referred to the named One Trust Services People team caseworker in the first instance.

HISP Multi Academy Trust

Disciplinary Policy

7. Criminal Offences

Where you are subject to a criminal investigation, the Executive Headteacher/ Headteacher / Head of Unit or senior member of staff must contact the Lead Investigation Officer within the police authority. This is to ensure that any internal investigation will not obstruct the criminal investigation.

Advice must be sought from the Trust Designated Safeguarding Lead (DSL) and the One Trust Services People team contact in this situation.

8. Safeguarding Concerns (relating to vulnerable adults, children and young people)

Any allegation relating to a safeguarding concern against you will be dealt with in accordance with the Trust's Safeguarding Procedures, contained in the Trust's safeguarding policy and in particular the appendix on the Trust's *Management of Allegations Against Staff policy*. This ensures that a child, young person or vulnerable adult is not at risk or that a police or social care investigation is not prejudiced.

In the following circumstances it may be necessary to make a referral to the relevant body:

- if a dismissal takes place;
- in circumstances where a disciplinary process has not concluded, and the potential outcome may have resulted in dismissal.

Where there is a requirement to make a referral to a relevant body, you will be notified in writing that such a referral will take place.

Advice must be sought from the One Trust Services People team contact in this situation and the relevant Executive Team Leader must be notified.

9. Grievances

Our approach is driven by the fact that we do not normally want a grievance to delay (or even derail) an ongoing disciplinary process.

Where a grievance is raised whilst a disciplinary process is in progress, we may choose any of these three options:

- Pause the existing process whilst we investigate the grievance
- Deal with the existing process at the same time as the grievance, as part of the same overall process
- Deal with the existing process at the same time as the grievance but run two independent processes concurrently

HISP Multi Academy Trust

Disciplinary Policy

When making our decision on this, we will consider the most appropriate course of action in each case and the need to act without delay. The decision will be made by the Executive Headteacher/Headteacher/HISP Unit Leader in consultation with the One Trust Services People team contact and the decision will be communicated to you.

If you are dissatisfied with any disciplinary action against you, it should be dealt with as an appeal under this Policy.

10. Policy Stages

10.1 Initial Assessment

When a disciplinary matter arises or an allegation is made against you, the appropriate senior leader will establish the immediate facts/ circumstances. This must be completed before commencing any further action under the Disciplinary Policy. This is called an initial assessment and is not part of any formal investigation process. A record must be made of the initial assessment.

If the initial assessment identifies a safeguarding concern, then the senior leader must follow the Trust's Safeguarding Procedures and seek advice from their Designated Safeguarding Lead in the first instance (and the Trust's Safeguarding Lead as appropriate). Advice must also be sought from the One Trust Services People team contact. Where the concerns relate to the school/unit's DSL this should be referred to the relevant Executive Team Leader.

It is usually appropriate for the senior leader to undertake the initial assessment unless he / she is directly involved in the actual matter in which case another appropriate senior leader should undertake the initial assessment. Advice should be sought from the One Trust Services People team contact as appropriate.

The appropriate senior leader must look at the immediate facts/ circumstances of the case. Using this information will enable the senior leader to determine:

- the potential seriousness of the matter;
- whether any further action is required;
- next steps including communication with relevant stakeholders.

An initial assessment must be given priority. It is typically completed on the same day as the matter is identified.

When completing the initial assessment, the senior leader should consider the following:

- whether it is a capability or conduct matter
- the potential degree of misconduct or gross misconduct
- the possible impact on and/or risk to others

HISP Multi Academy Trust

Disciplinary Policy

- any damage to property or other School / Trust equipment
- the likelihood that the employee has behaved or conducted themselves inappropriately
- the likelihood and scale of wilful or negligent behaviour or conduct
- whether there are or have been other repeated incidents that appeared minor in nature.

The possible outcomes of the initial assessment are:

- there is no apparent substance to the disciplinary matter and therefore no further action is required
- the matter is more appropriately managed under the Capability Policy
- the disciplinary matter is minor and can be addressed using the informal stage
- formal action is required under the Disciplinary Policy.

10.2 Informal Stage

The Trust expects senior leaders to have open and transparent discussions with employees to seek to address any disciplinary matters.

Having completed the initial assessment, the senior leader must discuss the disciplinary matter promptly with you, having sought advice from their One Trust Services People team contact.

You will not usually be represented / accompanied at any meeting within the informal stage of the Policy. There may be circumstances when you ask to be represented. This can be by a professional association/trade union representative or a work colleague. Consideration should be given to any requests. This should be accommodated where it does not cause a delay to the process.

It is important that the senior leader makes it clear to you that the meeting is the informal stage of the Disciplinary Policy. You must be made aware that it is not a routine discussion.

When undertaking the informal meeting, the senior leader must:

- provide clear, tangible examples of when and why behaviour and/ or conduct has been below the required standards which must be based on facts
- ask you to respond, explaining any reasons you feel may be relevant.

The senior leader must then decide how the disciplinary matter will be managed, bearing in mind that it is important to understand any explanation you may wish to give, provide support where appropriate, and stop any further instances from occurring.

The possible outcomes of the informal stage are:

- you provide an explanation and no further action is needed,

HISP Multi Academy Trust

Disciplinary Policy

OR

- you receive an explanation as to why your conduct/behaviour is unacceptable. There will be a discussion with you about:
 - whether there is any support, training or reasonable adjustments that may help you demonstrate the required standards;
 - the standards of behaviour and/or conduct expected, with examples where appropriate;
- an action plan is developed if appropriate,
- you receive a clear statement that if there is a further misconduct matter, this may result in formal action under the Disciplinary Policy, and
- you are issued with a management advice letter that confirms the informal stage outcomes;

OR

- It is confirmed that the matter will be investigated under the formal stage of the Disciplinary Policy.

The senior leader must make a record of the discussion and should:

- share the record with you
- seek to agree the record with you if possible
- keep this and the management advice letter on your personnel file.

One Trust Services People team can provide your senior leader with a record template.

10.3 Investigation

Where the outcome of the informal stage indicates that the disciplinary matter requires more formal action, an investigation will be required. This will ascertain the facts and assess whether or not there is potentially a case to answer which could result in formal action under the Disciplinary Policy. An Investigating Officer (IO) will be appointed - this would be an appropriately skilled individual who has had no prior involvement in the case. On occasion it may be appropriate to identify more than one IO.

The Investigating Officer is responsible for the investigation into the disciplinary matter. The purpose of the investigation is to establish the facts and recommend the required course of action.

The investigation must be unbiased, proportionate and fair. It will be undertaken as a matter of priority, not try to prove guilt, but to get balanced evidence from both sides. A reasonable timescale would normally be not more than 15 working days except in respect of exceptional or complex cases. You should be advised of the progress of the investigation.

HISP Multi Academy Trust

Disciplinary Policy

Where an investigation overlaps with school holiday periods, including the summer break, we may continue to progress the investigation to ensure a timely and proportionate resolution. While reasonable efforts will be made to accommodate the availability of all parties, the process will not automatically be suspended during holiday periods unless there are exceptional circumstances requiring a pause.

On completion of the investigation, the Investigating Officer will recommend whether:

- there is no case to answer;
- a minor concern is identified which should be addressed through informal action;
- the case proceeds to a formal hearing
- alternative action is more appropriate.

The Investigating Officer must not recommend what level of sanction, if any should be imposed, as this will be for the Panel to decide at the hearing.

The investigation report will only be shared with you if formal action is instigated or if you request a copy.

10.4 Formal Stage – Disciplinary Meeting

Where the Investigating Officer has concluded that an allegation should be taken forward to a disciplinary meeting (sometimes referred to as a 'hearing'), then we will write to you to:

- Set out the disciplinary allegation(s) made against you.
- Provide all the evidence we will look at when considering the allegation.
- Confirm the date, time and venue for a formal disciplinary hearing. The letter must give you **5 working days' notice** of the hearing (excluding school holidays for those on term-time based contracts), although this may be varied by mutual agreement
- Set out the outline procedure to be followed and the possible outcomes of the meeting (including whether dismissal might result).
- Set out details of your right to be accompanied.

You should let us know as soon as possible if there is a reason why you cannot attend the meeting at the arranged time. We will usually reschedule the meeting once, provided we are satisfied with your reason for not attending and/or we will look at alternative ways of conducting the hearing (for example, virtually or inviting you to send written submissions). We will not reschedule the meeting a second time unless there is an evidenced reason to justify this. Note that we may not reschedule at all if we decide it is likely to lead to unreasonable delay, and we may instead have to make our decision on the disciplinary issue without you being present.

You should review the evidence provided and contact us as soon as possible if there are any other documents, or further evidence, which you would like us to consider. Please provide copies of anything you want us to look at and whether you want to

HISP Multi Academy Trust

Disciplinary Policy

present witnesses no later than 48 working hours before the disciplinary hearing.

We will arrange for a note-taker to attend formal disciplinary meetings. All discussions in disciplinary meetings will remain confidential between those present. Notes taken will be circulated to all present and retained on your personnel file.

At the meeting, we will go through all of the evidence with you and make sure that you understand the allegation(s) you are facing. We may call witnesses as part of this process, but we are not obliged to do so.

We will give you time to respond to the allegations and to put your own case. We will also give you the opportunity to ask questions, present your own evidence, call your own witnesses (if you wish) and respond to the evidence put forward through the investigation report. If there are any questions you want us to put to witnesses who were part of the investigation, please tell us and (unless there is a good reason not to) we will make sure they are asked.

We will not usually make a decision on the day of the meeting. We will send you our decision in writing and will aim to do this within 10 working days of the disciplinary meeting. If we are unable to meet this timeline we will advise you before the expiration of 10 working days.

10.5 Disciplinary Action and Dismissal

There are three stages in the formal disciplinary procedure for dealing with cases of misconduct. We may start at any stage of this procedure, and we may skip stages if we think it appropriate.

First stage – We will give you a first written warning. Unless you already have active written warnings relating to disciplinary matters on your work record, a first written warning will usually remain in place for up to 12 months from the date you are notified of the decision. It will then be removed from your record.

Second stage – If there is an active first written warning on your record and you are involved in further misconduct, we will usually issue you with a final written warning. In serious cases of misconduct, we may issue a final written warning without first issuing a first written warning. In either case, the final written warning will usually remain in place for up to 12 months from the date you are notified of the decision. It will then be removed from your record.

Third stage – If there is an active final written warning on your record and you are involved in further misconduct, you may be dismissed with notice. You may also be dismissed for a serious case of misconduct, or if you are involved in gross misconduct. Where a matter is deemed to be gross misconduct dismissal without notice will be considered. We give examples of what we mean by ‘misconduct’ and ‘gross misconduct’ in Appendix One.

Where dismissal is a possibility, the Panel will need to be constructed so that a panel member has the appropriate authority to dismiss, if necessary, in accordance with the

HISP Multi Academy Trust

Disciplinary Policy

Trust's scheme of delegation.

10.6 Appeal

Where a formal sanction is issued under any stage of the formal procedure for Disciplinary you will be informed in writing that you have the right of appeal and be provided with the instructions for submitting an appeal should you decide to exercise this right. This applies to a first or final written warning, dismissal with notice or summary dismissal in cases of gross misconduct.

You must submit your appeal in writing within **10 working days** of the date of the letter confirming the outcome of the formal hearing. You must email your appeal letter to the One Trust Services People team caseworker who has been advising on the case.

The letter must include the full reasons for the appeal. Potential grounds for appeal are (this is not an exhaustive list):

- Finding / outcome was unreasonable.
- Emergence of new evidence which could have a material effect on the outcome
- Terms of a warning are unreasonable (duration or conditions imposed with the warning)
- Unfair / incorrect application / breach of the Policy which could have had a material effect on the outcome.

The purpose of the appeal is to address the specific issues raised by you in the letter of appeal and to rectify any defects in the original hearing.

You must be invited in writing to attend the appeal meeting. The letter must give you **5 working days' notice** of the hearing.

Possible outcomes of an appeal are:

- The appeal is upheld and the original sanction is overturned. This could be the removal of a warning or, in cases of dismissal, you would be reinstated.
- The appeal is upheld / partially upheld and the original sanction is reduced. E.g. a final written warning may be reduced to a first written warning or in cases of dismissal you may be reinstated and issued with a first or final written warning instead.
- The appeal is not upheld and the original sanction still stands.

Please note it is not possible to increase the severity of the sanction following an appeal. Following an appeal of a formal stage hearing, there is no further right of internal appeal.

The appeal is not normally a repeat of the formal stage hearing. A complete re-hearing is only permitted in exceptional circumstances where the Panel chair determines that

HISP Multi Academy Trust

Disciplinary Policy

the submitted grounds of appeal identify:

- there was a significant defect in the procedure;
- new evidence has to come to light since the hearing which may have a significant impact on the decision;
- there is a dispute about evidence given by one or more witnesses at the original hearing. In these cases, it may be necessary to rehear the witness's evidence at the appeal.

11. Sickness absence during the disciplinary process

Should you be absent due to sickness once you have been notified of a disciplinary investigation meeting or disciplinary hearing, you will be paid under the sick pay rules set out in our Sickness Management Policy (which may not involve being paid full pay).

12. Linked/overlapping policies

Linked/overlapping policies include the Trust's Safeguarding and Child Protection Policy and in particular to the section 'Managing Allegations against Staff', and the Trust's Code of Conduct.

13. Support

If you feel you need additional support, you may wish to contact the employee wellbeing support offered to all HISP MAT employees provided by Schools Advisory Service (SAS). This is a free, impartial and confidential platform that offers a diverse range of support to employees designed to help you across a wide range of areas related to your work life or personal life (details included). All enquiries are answered by qualified and experienced professionals; you can contact them on 01773814400 at any time, online at <https://schooladvice.co.uk>, or there is an app you can download.

14. Governance

This policy will be administered by the One Trust Services People team and initially will be subject to review every three years unless there is an earlier statutory change and/or significant feedback necessitating an earlier review. Any feedback on the policy should be emailed to HR@hispmat.org.

Appendix One - Misconduct and Gross Misconduct

Misconduct

Misconduct is an act of either wilful or negligent conduct, behaviour or omission.

Misconduct can be categorised as follows:

- Negligent conduct - careless or reckless behaviour or a failure to act which has a significant adverse impact on a service or an employee.
- Wilful misconduct - lapses of conduct in an employee's approach to their work or unacceptable behaviour towards others. It can also include unacceptable work performance which is deliberate and not simply a lack of competence.

The level of seriousness of each instance of misconduct depends upon the nature of the employee's role, the work environment and whether the misconduct has happened before.

Examples of misconduct (this list is not exhaustive and other forms of misconduct may be managed under the Disciplinary Policy)

- a pattern of lateness or absenteeism / poor time-keeping
- failure to follow the school's sickness notification procedures and certification requirements
- serious infringement of health and safety requirements
- wilful unsatisfactory standards of work
- wilful failure to follow a reasonable management request/instruction
- behaving in an improper, disorderly, unacceptable or unprofessional manner
- use of inappropriate language
- misuse of the Trust's equipment or IT systems – such as revealing passwords to others, loss of data / equipment, excessive or unauthorised use of any IT service for private purposes
- misuse / damage to the Trust's property, assets, equipment or vehicles
- inappropriate use of social networking
- inappropriate use of personal IT facilities and resources
- misconduct at work or outside work (criminal or otherwise) which could discredit the reputation of the Trust
- unauthorised absence and failure to record absence
- improper disclosure of information
- significant breaches of data security policies or data protection standards
- unauthorised disclosure of examination material or unauthorised assistance to pupils prior to or during examinations

HISP Multi Academy Trust

Disciplinary Policy

- discrimination, harassment, victimisation or bullying, which are not sufficiently serious enough to be categorised as gross misconduct
- other actions and personal behaviour which are incompatible and / or inconsistent with the expectations of staff working with children and young people and/or in breach of the prevailing Keeping Children Safe in Education guidance
- failure to take prompt and effective action when child protection / safeguarding concerns come to light
- breach of Trust policies and procedures / code of conduct
- actions inconsistent with the Professional Standards for Teachers or other professional bodies
- conflict between the employee's role within the Trust and any business interests or secondary employment
- failure to disclose any misconduct or alleged misconduct arising from alternative or additional employment outside of the Trust
- assisting others in any of the above activities.

Gross Misconduct

Gross misconduct is an act of misconduct which is so serious in nature that it fundamentally damages the employment relationship and justifies dismissal without notice.

The level of seriousness of each instance of misconduct depends upon the nature of the employee's role, the work environment and whether the misconduct has happened before.

Examples of gross misconduct (this list is not exhaustive and other forms of gross misconduct may be managed under the Disciplinary Policy)

- serious breaches of workplace rules (which may be the subject of other HISP policies)
- dishonesty, theft, misappropriation, fraud or deliberate falsification of records including financial claims
- fighting, assault or attempted assault on another person, serious acts of violence or threatening behaviour
- bullying, harassment, victimisation or discriminatory behaviour
- serious breaches of health and safety requirements
- convictions for serious criminal offences (including sexual offences)
- failure to self-disclose a criminal offence, conviction or caution
- sexual misconduct at work
- unauthorised disclosure of confidential information

HISP Multi Academy Trust

Disciplinary Policy

- serious unauthorised access or misuse of School information and information systems
- serious inappropriate use of social networking
- consuming alcohol or illegal substances whilst at work, or reporting for work under the influence of alcohol or illegal substances
- serious negligence that causes unacceptable loss, damage or injury
- serious act of insubordination or failure to follow a reasonable management instruction
- any conduct at work or outside of work (criminal or otherwise) which could discredit the reputation of the School or result in a serious breach of trust and confidence
- wilful or careless loss, damage to, unauthorised removal of or misuse to the School's equipment, property, vehicles, assets, facilities
- serious breach of data security policies or data protection standards
- serious breach of the School's policies and procedures/Code of Conduct and/or the prevailing Keeping Children Safe in Education
- engaging in inappropriate online contact and/or relationships with children, young people or vulnerable adults through social networking sites, text messaging, instant messaging or other IT media
- deliberately accessing and/or downloading (via School resources) and/or possession at School of inappropriate material for example pornographic, offensive or obscene material and/or possession of obscene material containing images of children
- persistent wilful failure to comply with a reasonable instruction from a member of senior management
- serious breach of confidentiality
- other actions and personal behaviour which are incompatible and/or inconsistent with the expectations of staff working with children and young people
- serious actions inconsistent with the Professional Standards for Teachers
- failure to disclose any serious misconduct or alleged misconduct arising from alternative or additional employment outside of the School
- assisting others in any of the above activities.
- consistent and serious failure to take prompt effective action when child protection/safeguarding concerns come to light.