

# APPENDIX 3 Model Letter 1 – Confirmation of Suspension from work

[Name]

[Address]

[Date]

Dear [Name]

**Re: Disciplinary Procedure – Confirmation of Suspension**

I refer to our meeting on [date] when the following \*complaint(s)/allegation(s) \*was/were put to you:

* ***State complaint(s)/allegation(s)***

In view of the nature of the \*complaint(s)/allegation(s) which, if substantiated, could constitute gross misconduct, I require you to stay away from work on full pay until the matter is resolved.

The requirement to stay away from work is to allow the School to investigate the matter impartially and fairly and decide whether a disciplinary hearing is necessary. It is not intended as a punishment, and is in no way a form of disciplinary action against you.

This matter will be investigated in accordance with the School’s Disciplinary Policy and Procedure, a copy of which is enclosed. The Disciplinary Toolkit is also enclosed for your information.

\*[Name, Designation] has been appointed as the Investigating Officer for your case.

## **OR**

\*An Investigating Officer will shortly be appointed for your case and I will inform you of the name of this Officer as soon as possible.

As part of the investigation you will have the opportunity to put your account of events directly to the Investigating Officer and you will be contacted to arrange a meeting. You have the right to be accompanied at any meetings by a work colleague or trade union representative.

The investigation should be completed by [date]***.*** If it is found that the facts warrant a hearing, you will receive written notification of this setting out the \*complaint(s)/allegation(s)in full. Alternatively you will receive written notification if it is necessary to extend the investigation end date or if it is deemed there is no case to answer.

While you are away from work, you will be paid in the normal way but you must:

* Make yourself available to assist with the investigation, including attending any meetings and/or providing any documents or information requested.
* Notify any sickness to your contact officer and complete a sickness certification form in the normal way.

During the period that you are required to stay away from work, you must not enter the work premises, with the exception of attending any meetings as required by the Disciplinary process.

Additionally, you must not make contact with Council employees other than:

* Your nominated work colleague or trade union representative
* Employees who are responsible for investigating the allegation
* Your contact officer (see below)

This does not prevent you from having social contact with your colleagues outside of the work place, provided the disciplinary issues that are the cause of the suspension are not discussed.

Throughout the course of the disciplinary procedure, it is expected that you will maintain strict confidentiality and only discuss the case with those directly involved or your work colleague or trade union representative.

Please contact HR on [AskHR@harrow.gov.uk](mailto:AskHR@harrow.gov.uk) or 0208 901 2655 should you have queries about the procedure.

\*If applicable/ – I am aware this is a difficult time for you and you can access the School’s employee assistance programme on xxx (contact details here).

Yours sincerely

**Headteacher/Chair of Governors**

**Name and Designation**

**Encl:** Disciplinary Policy and Procedure

**Copy to:** HR

Named Trade Union Representative/Work Colleague