

**Casework Checklist – Appendix 1**

|  |  |
| --- | --- |
| **Name of School:** |  |
| **Date of when the matter has been brought to your attention:** |  |
| **Headteacher / SLT completed initial fact finding for disciplinary issue / discussed possible resolution from a grievance submission:** |  |
| **Date of when an investigator has been appointed:** |  |
| **Name and details for investigator** | Name:  Job Title:  Email address: |
| **Date Investigation Report sent to Harrow HR:** |  |
| **Subject Employee Name:** |  |
| **Staff category:** | Teacher / Teaching Assistant / Support Staff |
| **Job Title:** |  |
| **Continuous Service Date:** |  |
| **Hours of work:** |  |
| **No. of weeks the employee works:** |  |
| **Case Type:** | Grievance / Disciplinary / Capability / Other – please state |
| **Which Policy has been applied:** | School Policy  London Borough of Harrow Policy |
| **Has the employee been suspended?:** | Yes / No |
| **If applicable, date of suspension** |  |
| **If applicable, has LADO or MASH been informed?:**  **Tick all applicable** | LADO  MASH |
| **Panel Members**  *Provide names and email addresses* |  |
| **Chair of the panel** |  |
| **Details of the Clerk** | Name:  Email address: |
| **Dates identified for the hearing:**  *Provide 2 possible dates* |  |
| **Location / Venue for the hearing:**  *Provide full address* |  |
| **Invite letter drafted and sent to HR for review:**  *Tick as applicable* | Drafted and sent to HR  To follow |
| **Bundle documents prepared:**  *To include the relevant policy. Bundle must be provided to the employee 5 working days in advance to the hearing.* | Yes  No, to follow |

**Post Hearing Arrangements:**

|  |  |
| --- | --- |
| **Hearing Outcome letter drafted and sent to HR for review:**  *HR will assist to finalise the letter.* | Must be sent within 5 working days of hearing. |
| **Send outcome letter** | By email and postal service (special delivery) |
| **Obtain final copy of minutes of the hearing and send to HR** | The final copy of the minutes should also be provided to the employee. |
| **Appeal Deadline:** |  |