

## 5<sup>ed</sup> Gorffennaf 2017

<b>Yr Aelod o'r Bwrdd Gweithredol:</b>	<b>Y Portffolio:</b>
<b>Y Cyng. Mair Stephens</b>	<b>Dirprwy Arweinydd</b>

### Protocol Atal Gweithwyr ar Gyfer Ysgolion

#### Yr Argymhellion / Penderfyniadau Allweddol Sydd Eu Hangen:

I gefnogi mabwysiadu'r 'Protocol Atal Gweithwyr ar Gyfer Ysgolion'.

#### Y Rhesymau:

Pwrrpas y drefn hon yw i helpi Penaethiaid i ddelio yn sensitif, ond yn effeithiol, gyda sefyllfaoedd lle mae angen atal gweithiwr o'r gwaith, â thâl, tra bydd ymchwiliad ar waith.

<b>Y Gyfarwyddiaeth:</b> Prif Weithredwr / Rheoli Pobl a Pherfformiad  <b>Enw Pennaeth y Gwasanaeth:</b> Paul R Thomas  <b>Awdur yr Adroddiad:</b> Julie Stuart	<b>Swydd:</b>  Prif Weithredwr Cynorthwyol (Rheoli Pobl)  Uwch Bartner Busnes AD	<b>Rhifau ffôn:</b> <b>Cyfeiriadau E-bost:</b>  01267 246123 PRThomas@sirgar.gov.uk  01267 246375 JStuart@sirgar.gov.uk
--	--	--

**Declaration of Personal Interest (if any):**

None

**Dispensation Granted to Make Decision (if any):**

N/A

**DECISION MADE:**

Signed:

DATE: \_\_\_\_\_

EXECUTIVE BOARD MEMBER

**The following section will be completed by the Democratic Services Officer in attendance at the meeting**

Recommendation of Officer adopted	YES / NO
Recommendation of the Officer was adopted <b>subject to the amendment(s) and reason(s) specified:</b>	
Reason(s) why the Officer's recommendation was <b>not adopted:</b>	

**EXECUTIVE SUMMARY**  
**EXECUTIVE BOARD MEMBER DEPUTY LEADER**  
**5<sup>th</sup> JULY**

<b>Suspension Protocol for Schools</b>
--

**Background**

There may be instances where suspension from the school with pay is necessary while investigations are carried out. Examples include potential gross misconduct cases, health and safety concerns or where there are risks to an employee or pupil(s), property or responsibilities to other parties.

This protocol explains the circumstances in which it may be appropriate to suspend; provides a step by step process to be followed once the decision to suspend has been made; provides a checklist for the Headteacher; and guidance for the suspended employee.

<b>DETAILED REPORT ATTACHED?</b>	<b>NO</b>
----------------------------------	-----------

## IMPLICATIONS

I confirm that other than those implications which have been agreed with the appropriate Directors / Heads of Service and are referred to in detail below, there are no other implications associated with this report :

Signed: 

Assistant Chief Executive (People Management & Performance)

Policy and Crime & Disorder	Legal	Finance	ICT	Risk Management Issues	Organisational Development	Physical Assets
<b>YES</b>	<b>YES</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>

### 1. Policy, Crime & Disorder and Equalities

The recommendations support the Council's Strategic Aim 'Building a Better Council' and 'Making Better Use of Resources'

### 2. Legal

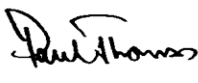
The policy has been produced in accordance with the relevant legislation, and Welsh Government Circular No. 002/2013 : Disciplinary and Dismissal Procedures for School Staff - Revised Guidance for Governing Bodies.

### 7. Staffing Implications

The HR Team will provide advice and guidance to schools on the application of the Suspension Protocol for Schools.

## CONSULTATIONS

I confirm that the appropriate consultations have taken in place and the outcomes are as detailed below

Signed: 

Assistant Chief Executive (People Management & Performance)

### 1. Scrutiny Committee

None

### 2. Local Member(s)

None

### 3. Community / Town Council

None

### 4. Relevant Partners

None

## 5. Staff Side Representatives and other Organisations

Trade Unions - 25<sup>th</sup> May 2017; Headteacher Focus Group - 20<sup>th</sup> June 2017

### Section 100D Local Government Act, 1972 – Access to Information List of Background Papers used in the preparation of this report:

**THERE ARE NONE**

Title of Document	File Ref No.	Locations that the papers are available for public inspection