

TO FACILITATE A DECISION RE SUSPENSION OF EMPLOYEES

To be completed and forwarded to the HR Section within normally 24 hours of an incident/allegation.

Managers should complete the following to establish the facts:

Details of Employee:**Name:****DOB:****Post:****Unit:****Form completed by:**

.....

Date:

.....

List of the allegations/concerns:**How did these come to light?****Established information/evidence including witnesses:**

(This is a cursory fact and information gathering stage in order to facilitate a decision re suspension from duty e.g. Checking out with employees, or service users who may have witnessed or been involved in incidents and a brief outline of their observations. Other evidence - for example, patterns of behaviour, practice, records etc.)

Action already taken: (Tick as appropriate)Adult abuse procedures invoked. ☐Child abuse procedures invoked. ☐Police involved. ☐Employee informed of allegations/concerns. ☐Other people spoken to and reports received. ☐

If suspended contact IT on ict_security_group@nottsccl.gov.uk to place a block on the employees IT account

Other - please list.

Decision re suspension:

Consideration of alternatives, for example, redeployment of alleged offender and/or complainant(s).

Decision:**Reasons:****Signed:** _____ **Post Title:** _____

Completed forms should be forwarded to the HR Section, marked Personal and Confidential

HR Advice:

To be completed and a response given to the Manager submitting the proforma within 24 hours of receipt.

Actions to be taken next:

Commissioning Officer to identify who will undertake investigation – e.g. named Manager, Audit Section, Investigation Officer etc. Draw up brief for investigation.

Review of suspension decision**By Name:****Post Title:****Date:****Outcome:**