

	This document is to be used in conjunction with the suspension policy and procedure	Date completed														
Step 1: Points to consider prior to a suspension																
1.	Get initial information about what has happened – who may be involved and how serious it might be. If fact find is required, consider if alternatives can be made pending the outcome of the fact find. Ensure employee is clear it is just a fact find at this stage.															
2.	If suspension is a potential outcome, are there justifiable reasons or grounds for suspension?															
3.	<p>Have you considered the following alternatives instead of suspension?</p> <table border="1" data-bbox="280 568 1825 1011"> <thead> <tr> <th data-bbox="280 568 1003 635">Alternatives considered</th> <th data-bbox="1003 568 1825 635">Please note reasons why it cannot be accommodated</th> </tr> </thead> <tbody> <tr> <td data-bbox="280 635 1003 679"><input type="checkbox"/> being moved to a different area of the workplace</td> <td data-bbox="1003 635 1825 679"></td> </tr> <tr> <td data-bbox="280 679 1003 724"><input type="checkbox"/> working from home</td> <td data-bbox="1003 679 1825 724"></td> </tr> <tr> <td data-bbox="280 724 1003 769"><input type="checkbox"/> changing their working hours</td> <td data-bbox="1003 724 1825 769"></td> </tr> <tr> <td data-bbox="280 769 1003 813"><input type="checkbox"/> being placed on restricted/ administrative duties</td> <td data-bbox="1003 769 1825 813"></td> </tr> <tr> <td data-bbox="280 813 1003 858"><input type="checkbox"/> working under supervision</td> <td data-bbox="1003 813 1825 858"></td> </tr> <tr> <td data-bbox="280 858 1003 1011"><input type="checkbox"/> being transferred temporarily to a different role within the organisation. (The role should be of a similar status to their normal role ~ pay and hours remain the same as their current terms and conditions)</td> <td data-bbox="1003 858 1825 1011"></td> </tr> </tbody> </table> <p>Check if any alternative role needs a different level of DBS clearance</p>	Alternatives considered	Please note reasons why it cannot be accommodated	<input type="checkbox"/> being moved to a different area of the workplace		<input type="checkbox"/> working from home		<input type="checkbox"/> changing their working hours		<input type="checkbox"/> being placed on restricted/ administrative duties		<input type="checkbox"/> working under supervision		<input type="checkbox"/> being transferred temporarily to a different role within the organisation. (The role should be of a similar status to their normal role ~ pay and hours remain the same as their current terms and conditions)		
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4.	Does the employee hold a professional qualification associated to the post, consider whether a referral needs to be made e.g., NMC (Nursing Midwifery Council) or TRA (Teaching Regulation Agency) or other relevant professional body. Discuss with the case management team or your people and corporate services representative.															
5.	Check – do you have a contractual right to suspend the employee (i.e., ensure they are a States Employment Board employee and not employed by an agency).															
6.	Speak with your departmental People and Corporate Services representative/HR Business Partner, or Case Management for advice about the suspension policy and how to prepare for the suspension meeting															

Line managers checklist: Suspension policy

7.	If employee has another role in Government, suspension may be required in both roles. Discuss with the HR case management team or People and Corporate services representative.	
8.	Prepare in advance who will be the suspending officer and People and Corporate Services representative. If notice can be given, send a notification (e.g., email /phone call) confirming that there will be a meeting to discuss workplace concerns. You must offer the option of a union representative or workplace colleague to attend.	
9.	Inform the departmental Chief Officer/delegate of the suspension, providing details of points 1-3 above. Approval must be confirmed in writing. (They must be informed to ensure they are meeting their obligations as delegated by the States Employment Board).	
Step 2 – Suspension Meeting		
10.	Complete the Case Management referral form within 1 day of suspension meeting together with a copy of the suspension letter. Confirm HR support has been arranged	
11.	Carry out suspension meeting, as per the suspension policy. Follow the below points in the meeting as per the suspension letter; Ensure they have been given a copy of the suspension policy and any accompanying documents.	
12.	Reason for the suspension given to employee including the conditions of the suspension	
13.	If safeguarding allegations: ask the employee if they hold a secondary role or voluntary role that involves working with vulnerable people? If yes, inform the employee the relevant safeguarding service will be notified (e.g., Jersey Designated Officer) Consider second role, e.g., data protection allegations, does access need to be restricted/removed in both roles?	
14.	Employee notified will receive full contractual pay (and any other pay if relevant, please refer to the suspension policy)	
15.	Check and confirm employees contact details – home address and mobile/ home number/email address	
16.	Has any annual leave been pre-booked? Confirm dates for any investigation purpose or future meetings scheduled.	
17.	Signed suspension letter on headed paper given to employee, or post by recorded delivery/secure email within 1 working day.	
18.	Consider communication of the employee’s absence from work to the wider team, workload distribution, maintaining confidentiality. Disable access/badges/entry/IT (if applicable)	
Step 3 - Suspension Review panel		
19.	A review is taken place after 28 calendar days by an independent panel to assess whether the terms of the suspension are still valid. Explain to employee that they will receive an invitation to attend these meetings with their representative if suspended for longer than 28 days.	
Step 4 – Lifting of suspension		

Line managers checklist: Suspension policy

20.	Hold a meeting with PCS representative (or whoever was involved in the suspension) to discuss the lifting of the suspension, consider the below steps prior to meeting with the employee;	
21.	If there are safeguarding alert's with JDO/ ADWO, set up a separate meeting to discuss the next steps and put in place any recommendations.	
22.	Subject to the outcome, if the person holds a professional qualification associated to the post, consider whether a referral needs to be made to the NMC (Nursing Midwifery Council) or TRA (Teaching Regulation Agency) or other relevant professional body.	
23.	Put in place a return-to-work plan and communicate this with the employee and any support plan that may be required.	
24.	Meet with employee once the outcome letter has been sent by the panel (or following conclusion of investigation if not substantiated). Ensure advice is received from your People and Corporate Services representative or HR Case Management.	

Signature of line manager: _____

Date: _____