

Fitness to Practise Policy

Purpose

1. The Fitness to Practise Policy applies to BEC Teacher Training's (BECTT's) trainees enrolled on courses which lead to Qualified Teacher Status and where Disclosure and Barring Service (DBS) checks are required. The course involves practical professional placements as a required part of the course. Trainees on Initial Teacher Training (ITT) courses have additional responsibilities placed upon them regarding their professional suitability, as outlined in the Teachers' Standards. Failure to meet these requirements may lead to the Fitness to Practise Policy being invoked.
2. Concerns relating to a trainee's academic failure in practice should be dealt with through normal assessment procedures.
3. Fitness to Practise policies are necessary to:
 - comply with the requirements of the Teachers' Standards;
 - protect the welfare of individuals with whom the trainee comes into contact during their training;
 - demonstrate that trainees are fit to practise their future profession, having developed professional attitudes and behaviour;
 - provide a means of ensuring that trainees do not proceed into a career for which they may not be suited, given the time, commitment and expense involved in the process of qualification;
 - enable BECTT to promote the highest standards of behaviour among trainees;
 - ensure that BECTT has taken all possible steps to prevent harm to any individual by a trainee in the course of that trainee's training.
4. This Policy is not intended to replace the Academic Misconduct Policy, Criminal Convictions Policy or Trainee Discipline Policy, although the outcome of a case raised under these policies might also raise issues of fitness to practise.
5. Concerns about a trainee's fitness to practise may be raised from any source, including any member of staff, trainee, placement mentor, member of the public, the Occupational Health Service or other agencies such as the Police or Social Services. Normally the allegation will relate to behaviour whilst the trainee is on the SCITT's premises or in attendance at a placement school/setting related to the course. However, if it is reasonably believed that a trainee's behaviour off site has damaged or compromised relevant professional standards, action may be taken in accordance with this Policy.
6. Concerns about fitness to practise may involve a range of actions or omissions relating to professional conduct or professional suitability and may include, but are not limited to, the following:
 - a. actions that have the potential to harm service users, other members of the public or service providers
 - b. actions that are likely to constitute an unacceptable risk to the trainee or others

- c. failure to disclose information about previous matters relating to their professional suitability prior to registration on the course, including health, previous convictions, offences, warnings and cautions
- d. concerns raised as a result of action under the Academic Misconduct Policy about professional issues such as lack of honesty or integrity rather than the academic offence
- e. contravention of the relevant professional code of conduct, as outlined in the Trainee Agreement
- f. actions that are prejudicial to the development or standing of professional practice
- g. allegations of inappropriate behaviour
- h. alcohol, drugs or substance misuse
- i. concerns about health, disability or wellbeing, including a failure to seek appropriate medical treatment or other support; unreasonable failure to follow medical advice or care plans and treatment resistant conditions which might impair fitness to practise. This does not include pre-existing medical conditions or disabilities that the trainee has already disclosed and where reasonable adjustments have been made to enable the trainee to access their study. Cases will be considered where disability prevents the trainee meeting the core competencies after adjustments have been considered or made, or where this has implications for the safety and protection of pupils, school staff or trainees
- j. allegations, primarily occurring in placement settings, of repeated failures to achieve competence despite opportunities to develop, practise and rectify faults. Whilst each individual incident may be less serious on its own, a pattern has emerged which calls into question overall competence

7. The Nursing and Midwifery Council (NMC) and the Health and Care Professions Council (HCPC) provide guidance regarding good health and good character (Guidance on professional standards of practice and behaviour NMC (2015) and Guidance on conduct and ethics for trainees HCPC (2012)). This guidance uses the following definitions:

- Good health means that the trainee is capable of undertaking safe and effective practice. It may not be the trainee's health per se that renders them unfit to practise, but it may be their level of insight into their health condition and their ability to manage their health needs.
- Good Character: Honesty, integrity and trustworthiness are the cornerstone of professional practice. Good character therefore will be based on how the trainee conducts themselves and behaves, within the academic arena as well as placement. But it can also have implications for how they conduct themselves in their personal life. An important aspect of professional practice is upholding the reputation of the profession. A person's character must be sufficiently good for them to be capable of safe and effective practice without the need for direct supervision.

8. In the case of concerns about post registration trainees, the Accounting Officer in consultation with the Executive Director shall determine whether a referral should be made to Occupational Health.

9. In the event of alleged criminal activity or matters relating to the protection of children and vulnerable adults, refer to Appendix 1.

Commitments

10. In considering any allegations, appropriate attention will be paid to the requirements of the Equality and Diversity Policy. In particular, reasonable adjustments will be made for those with disabilities, specific learning difficulties or long-term medical conditions.
11. It must be borne in mind that an allegation raising concern about fitness to practise is a serious and potentially defamatory one. Consequently it is essential that the proceedings should be conducted on the basis of strict confidentiality. All parties to the allegation and individuals who have been involved in any related investigation and/or the management and/or the administration of the allegation will observe the requirements for confidentiality. Whilst confidential information may need to be disclosed in order to consider the allegation, this will only be to those staff involved in the consideration of the allegation.
12. Trainees can access impartial and confidential advice from a Students' Union.

POLICY FOR DEALING WITH CONCERNS ABOUT A TRAINEE'S FITNESS TO PRACTISE

13. Concerns about a trainee's fitness to practise shall be made in writing, on the Reporting a Cause for Concern Form (Appendix 4), to the Executive Director (or equivalent) with responsibility for the course on which the trainee is enrolled. Concerns may also be raised through other processes, including the Academic Misconduct Policy and Criminal Convictions Policy.
14. Paragraphs 16 to 45 set out the normal route that fitness to practise concerns take. However allegations deemed to be of major risk may proceed straight to formal stage (part 1). Procedures may vary depending on the urgency: the Executive Director may consult with the Fitness to Practise Group (FTPG) if time permits, or inform the FTPG of any decisions for cases requiring urgent action that require an Investigating Officer to be appointed.
15. Audio recordings of meetings will not normally be allowed, although reasonable adjustments may be made if required in accordance with the Equality and Diversity Policy. Requests for adjustments must be made in advance to the SCITT office.

Initial consideration

16. On receipt of the concern, the Executive Director (or equivalent), in consultation with the Course Director, shall evaluate the risk to the protection of the pupils, school staff and/or to the trainee and take such immediate action as is deemed appropriate in the circumstances to safeguard all relevant parties, but without prejudice to the outcome of the enquiry. This may include recommending to the Accounting Officer that the trainee be suspended from practice placement and/or academic study and/or restrict the trainee's access to BECTT's premises pending the outcome of an investigation into the allegation. A trainee may at any time be suspended. The trainee shall be informed in writing of the suspension by the Accounting Officer. The Executive Director shall keep any such suspension under review. Suspension is not a sanction and does not imply guilt; it is used only for the protection of pupils, school staff and/or the trainees.
17. If the Executive Director determines that there is no risk or that the risk is minor, the concern will be considered under the relevant BECTT's informal processes. BECTT's informal processes will determine whether the course team should monitor the trainee or take no further action.

18. If the Executive Director determines that the risk may be moderate or major, the concern should proceed to the formal stage (part 1) for consideration by the Fitness to Practise Group (FTPG).

Formal Stage (part 1)

19. Where a concern proceeds to the formal stage (part 1), the Executive Director shall pass all relevant documents, along with an exact allegation, to the Strategic and Finance Board, who will convene a meeting of the FTPG.
20. The FTPG shall comprise:
 - Member of the Strategic and Finance Board (Chair)
 - One academic who is a registrant of the same professional group as the trainee
 - One academic from the SCITT
 - A representative from the school placement (representation from the school placement is desirable but not essential).

When specialised input is necessary, others with the requisite knowledge may be co-opted with the agreement of the Chair of the FTPG.

21. At the formal stage (part 1), the role of the FTPG is to undertake a risk assessment based on the evidence it has to determine whether there is a minor, moderate or major risk or whether to refer the case to other policies relevant to the circumstances, for example the Trainee Discipline Policy or Academic Misconduct Policy.
22. Normally within five working days of receipt of the allegation from the Executive Director, the Strategic and Finance Board will inform the trainee of the allegation made, the action to be taken and the policy for dealing with the allegation.
23. The trainee will be asked to submit a statement in response to the allegation along with any documentary evidence, where relevant, to the Executive Director within ten working days of the date of the allegation letter. Should a statement not be received within the deadline, the allegation will be considered on the evidence provided.
24. The FTPG will meet (either virtually or face-to-face) to consider the allegation, normally within five working days of the deadline for the trainee to submit a statement. The FTPG will consider all allegations based on the documentary evidence provided.
25. The FTPG, having considered the evidence, will decide whether:
 - there is no risk or a minor risk and whether the course team should monitor the trainee in accordance with BECTT's informal processes; implement an action plan or take no further action
 - there is a moderate or major risk and an Investigating Officer should be appointed who will normally be from the trainee's subject area but not directly associated with the trainee

26. Where the FTPG determines there is no risk or a minor risk, the Chair of the FTPG will inform the trainee of the outcome and any further action to be taken within five working days of the meeting.
27. Where the FTPG appoints an Investigating Officer, that officer will assemble impartially the evidence relevant to the allegation and prepare a written report which shall not pass judgement for or against the trainee nor recommend a particular course of action.
28. In assembling such evidence, the Investigating Officer may interview those involved and shall consider any relevant records or other written information. Interviews may be conducted by telephone where appropriate. A representative from the SCITT office should normally be present to take the minutes of any meetings. As a matter of good practice, the trainee under investigation and others interviewed should be requested to read and sign minutes of their meeting(s) with the Investigating Officer to the effect that the statement represents a true record.
29. The Investigating Officer when interviewing the trainee concerned about his or her conduct shall explain the allegation and question the trainee in detail. The Investigating Officer shall inform the trainee beforehand that he or she may be accompanied by a friend. A friend is defined as a member of staff of BECTT or one of the partner schools, or a registered trainee with BECTT, or a member of staff or sabbatical officer of a teachers' union. The friend may also be a representative of a teachers' union, if the trainee is a member. The role of the friend is to act as an observer, give moral support and to assist the trainee to make their case. The friend should not also be a witness to the alleged breach/incident. In addition, where reasonable adjustments are required, a trainee may be accompanied by a supporter e.g. a sign language communicator or a note-taker, and a trainee with difficulty in understanding English may be accompanied by an interpreter.
30. The Investigating Officer will submit their report to the FTPG, normally within twenty working days of the case being referred to him/her. If the investigation takes longer than this the trainee will be kept informed of progress.
31. The FTPG will consider the Investigating Officer's report and determine that either:
 - there is not sufficient evidence to support the allegation against the trainee, in which case the Chair of the FTPG shall inform the trainee in writing. In such cases, the FTPG may request the course team to monitor the trainee in accordance with BECTT's informal processes or implement an action plan, or there may be no further action;
 - there is sufficient evidence to support the allegation against the trainee, but the concern can be addressed and monitored through action plans and regular meetings over a specified period of time. If concerns remain at the end of this review period, the case may proceed to Formal Stage (part 2) of this Policy;
 - there is sufficient evidence to support the allegation against the trainee, and therefore the case will proceed to Formal Stage (part 2) of this Policy.

Formal Stage (part 2)

32. The Chair of the FTPG shall refer the case as expeditiously as possible to the Fitness to Practise Committee (FTPC), which shall be appointed by the Executive Director.

33. The FTPC shall comprise:

- member of the Strategic and Finance Board (Chair);
- three academics who were not members of the FTPG with at least one registrant from the relevant subject area within BECTT who will be able to advise the FTPC with regard to Teachers' Standards requirements and standards of conduct. Neither the trainee's tutor/mentor nor the Investigating Officer shall be members of the FTPC
- one representative from the school placement who was not a member of the FTPG

Membership of the FTPC may be amended as necessary to comply with the relevant Teachers' Standards requirements. A representative from the SCITT office will be Secretary and record the FTPC's decision and justification for that decision.

34. The Chair and members of the FTPC shall have had no previous involvement in the case. Wherever possible, the FTPC shall be of mixed gender.

35. The Secretary shall convene a meeting of the FTPC as soon as possible, and shall send copies of the evidence to members of the FTPC and to the trainee concerned ten working days before the meeting.

36. The trainee and Chair of the FTPG may nominate witness(es) and shall inform the Secretary of the name(s) at least five working days prior to the FTPC. The decision of the Chair of the FTPC regarding witnesses to be called shall be final. In reaching a decision about witnesses to be called, the Chair will take into account their number and relevance to the matter in hand. The Secretary shall inform witnesses of the date, time and venue of the FTPC but is not responsible for ensuring their attendance. The unavailability of witnesses shall not restrict or delay the FTPC unless the Chair determines that their evidence may be material to the decision of the FTPC. Unavailable witnesses may submit a statement to the Secretary for consideration by the FTPC. Exceptionally, a witness may be accompanied by a friend as defined in paragraph 29.

37. The trainee may also provide the Secretary with a statement concerning the allegation(s) against him/her and/or any additional written evidence as he or she considers relevant to the case. Such information should be submitted at least five working days before the meeting and will be circulated to the FTPC and the Chair of the FTPG by the Secretary.

38. The Secretary shall send a summons to the trainee, at least three working days before the meeting, which will be delivered to the trainee's email address and contact address. The summons should include details of:

- the nature of the allegation
- membership of the FTPC
- the name of the presenter of the case (who will normally be the Chair of the FTPG)

- the name(s) of any witness(es) called
- the date, time and place of the FTPC

39. The FTPC shall proceed in a quasi-judicial fashion. The conduct of the FTPC shall proceed as outlined in Appendix 3. The FTPC shall allow the trainee against whom allegations have been made to present his/her case in person and, if the trainee wishes, to be accompanied by a friend to help him/her in presenting his/her case to the FTPC as defined at paragraph 29.
40. The FTPC shall consider the oral and/or written evidence submitted by the Chair of the FTPTG and any oral and/or written statement or evidence provided by the trainee. It shall have the power to seek such other evidence as it deems necessary and may be adjourned to allow for such evidence to be gathered.
41. The FTPC will operate on the principle of the balance of probability. The case will be deemed to be proven where this is the majority decision of the FTPC. Where there is a split decision, the outcome should fall in the trainee's favour.
42. If the FTPC decides that the fitness to practise allegation is unproven, it will dismiss the case and no record will be held on the trainee's file.
43. If the FTPC decides that the fitness to practise allegation is proven, it shall have the power to do any one of, or a combination of, the following:
- a. Permit the trainee to continue on the course with no further action required
 - b. Permit the trainee to continue on the course with adjustments
 - c. Issue a formal warning
 - d. Discontinue the placement and make arrangements for locating an alternative placement if this is permitted under the relevant assessment regulations
 - e. Require the trainee to intercalate from the course for a defined period of time with return subject to conditions
 - f. Require the trainee to withdraw from the course because they are unfit to practise
 - g. Impose such other action as it considers appropriate, provided that no such action requires or implies a concession or exemption under the relevant assessment regulations
44. The Secretary shall inform the trainee and Executive Director (or equivalent) in writing within five working days of the FTPC, giving clear and detailed reasons for the decision. The trainee shall be informed of the right to appeal against the decision of the FTPC in accordance with paragraphs 46 to 56 of this Policy.
45. The Executive Director shall consider whether the decision of the FTPC should be reported to the relevant school placement provider before the period of appeal has elapsed.

POLICY FOR APPEALS AGAINST DECISIONS OF THE FITNESS TO PRACTISE COMMITTEE

46. Written notice of appeals against a decision of the FTPC must be lodged with the SCITT office within five working days of the trainee having been informed of the decision of the FTPC.

47. The grounds on which an appeal against the decision of the FTPC can be considered are:
- the FTPC did not make reasonable efforts to acquire all relevant information
 - that new evidence has been available that could not have reasonably been provided for the FTPC and which could materially have affected the decision(s) of the FTPC
 - there was evidence of procedural irregularity in the conduct of the hearing by the FTPC
 - there was prejudice and/or bias and/or appearance of prejudice and/or bias in the conduct of the hearing of the FTPC
 - the penalty imposed is not reasonable or proportionate to the offence
48. In the event of an appeal, the Executive Director shall consider whether the grounds for appeal are covered by the provisions of paragraph 47 above and warrant further consideration by the Fitness to Practise Appeal Panel (FTPAP).
49. If the Executive Director determines that there are no grounds for further consideration of the appeal, the matter shall be referred to the Compass Education Trust Board for consideration. If the Chair of Compass Education Trust Board agrees that there are no grounds for further consideration, the Executive Director shall inform the trainee in the form of a completion of a policies letter within ten working days giving the reasons for that decision. This decision is final and there is no further right of appeal. Trainees may be able to seek a review by the Office of the Independent Adjudicator (OIA) (see paragraph 57).
50. If the Executive Director or senior representative of BECTT determines that the appeal does warrant further consideration, the Executive Director shall appoint a FTPAP.
51. The FTPAP shall comprise:
- Member of the Strategic and Finance Board (Chair)
 - one academic who has had no previous involvement in the case (was not a member of the FTGP or FTPC) but who is a Headteacher
 - one academic from the relevant subject area
 - one representative from the placement school who was not a member of the FTGP or FTPC and not associated with the teaching of the trainee
- A representative from the SCITT office will be Secretary to the FTPAP and record the FTPAP's decision and justification for that decision.
52. The FTPAP shall carry out a paper based review of all documents considered at the FTPC, together with the written statement submitted by the trainee setting out the grounds for the appeal. The FTPAP shall not proceed by way of a re-hearing but shall have the power to require the presentation of such further evidence as it deems necessary. The trainee will be informed of when the FTPAP will meet but will not be present.
53. The FTPAP shall have the same powers as the FTPC and may confirm the decision of the FTPC or substitute such other decision as it considers appropriate.

54. When the FTPAP has reached its decision, the Secretary shall inform the trainee in writing through the issue of a completion of policies letter, copied to the Executive Director (or equivalent) within five days of the FTPAP meeting.
55. If any action had been taken under paragraph 45 above to inform the Executive Director (or equivalent), the Executive Director shall decide whether any further report should be made to the placement school in the light of the decision of the FTPAP.
56. The decision of the FTPAP is final and there is no further right to appeal. Trainees may be able to seek a review by the OIA (see paragraph 57)

Further right to appeal

57. Trainees who are dissatisfied with the outcome of their appeal against a decision of the FTPAP may be able to seek a review by the OIA should the case be eligible under the OIA's rules (see <http://www.oiahe.org.uk/>). Details will be provided in the completion of policies letter advising the trainee of the final outcome of their appeal.

Monitoring and Evaluation

58. BECTT will monitor and evaluate the effectiveness of the Fitness to Practise Policy and reflect upon the outcomes for enhancement purposes. A report will be submitted annually to the Strategic and Finance Board. The report will include equality monitoring data.

APPENDIX 1

POLICY FOR ALLEGED CRIMINAL ACTIVITY OR MATTERS RELATING TO THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS

The following policy applies where the alleged concerns of fitness to practise, if substantiated, would also constitute an offence under criminal law and/or concerns a reportable child or vulnerable adult protection matter.

- If the alleged offence is reported to the Police, the Accounting Officer may decide to defer action until the Police and courts have dealt with the matter. In cases where there is a child or vulnerable adult protection issue, the matter will be reported in accordance with the Safeguarding Policy and no investigatory action will be undertaken until advice from the appropriate authority has been received.
- In such cases, no internal disciplinary action other than suspension from BECTT will normally be taken until either a prosecution has been completed or a decision not to prosecute has been taken or in the case of child or vulnerable adult protection matters, advice has been received from the appropriate authority that an investigation is appropriate.
- The Institution has the right to report any criminal offence to the Police or any child or vulnerable adult protection matter to the relevant authority and will normally do so when the offence is judged by the Accounting Officer or Safeguarding Officer as serious, or reportable in relation to child or vulnerable adult protection issues according to the Safeguarding Policy.
- When an allegation of fitness to practise is proven under this policy, and a trainee has also been sentenced by a criminal court on the same facts, the penalty imposed by the criminal court will also be taken into account in deciding the penalty under this policy.
- On receipt of a written allegation about a trainee's fitness to practise, the Executive Director (or equivalent) concerned in consultation with the Course Director and SCITT office, shall take such immediate action as is deemed appropriate in the circumstances to safeguard all relevant parties. This may include recommending to the Accounting Officer the suspension of the trainee concerned or restriction of the trainee's access to BECTT's premises pending the outcome of criminal proceedings or child protection investigation. A trainee may at any time be suspended. The trainee shall be informed in writing of the suspension by the Accounting Officer. The Executive Director shall keep any such suspension under review. Suspension is not a sanction and does not imply guilt; it is used only for the protection of pupils, school staff and/or the trainees.

APPENDIX 2

FITNESS TO PRACTISE POLICY: ROLES AND RESPONSIBILITIES

The Executive Director shall:

- be informed that an allegation has been made
- ensure that the FTPC and the FTPAP policies are fully and properly followed
- be a source of independent advice to all parties in the FTPC and FTPAP
- receive and consider (in consultation with a senior representative of BECTT) appeals against decisions of the FTPC
- if it is decided (with the agreement of a senior representative of BECTT) that an appeal does not warrant consideration by an FTPAP, inform the trainee in writing giving the reasons within ten working days
- if an allegation of fitness to practise is proven, in consultation with the Accounting Officer, consider whether the outcome of the decision should be reported to the relevant professional or statutory body
- report outcomes of Fitness to Practise cases to the Strategic and Finance Board annually

Chair of the Fitness to Practise Group (FTPG) shall:

- take immediate action to safeguard all relevant parties
- appoint a senior member of academic staff to act as Investigating Officer
- receive a written report from the Investigating Officer in order to recommend the next course of action
- attend the FTPC to present the case

The Investigating Officer shall:

- assemble impartially the evidence relevant to the allegation from a full range of parties including the trainee
- prepare a written report for the FTPG which shall not pass judgement for or against the trainee nor recommend a particular course of action
- attend the FTPC and FTPAP as a witness if required

The Chair of the Fitness to Practise Committee (FTPC) shall:

- ensure that the FTPC proceeds in quasi-judicial fashion and allows all relevant parties including the trainee the opportunity to present their case
- ensure that all relevant evidence is considered and ensure that the FTPC has all of the information it needs in order to reach a decision
- call witnesses to the FTPC and request further information/evidence required for the FTPC to reach a decision
- ensure that the FTPC reaches its own decisions based on the evidence before it from all relevant parties and is not overly reliant on the judgement of third parties (for example, placement providers)

The Secretary to the Fitness to Practise Committee (FTPC) shall:

- ensure the FTPC policies are fully and properly followed
- be a source of independent advice to all parties in the FTPC
- convene a meeting of the FTPC as soon as possible
- receive and send copies of all written evidence to all relevant parties
- send the summons to the trainee
- be present for the proceedings of the FTPC to advise parties on policy, take notes and record the FTPC's decision and reasons for the decision
- inform the trainee and Executive Director of the FTPC's decision in writing including informing the trainee of their right of appeal against the decision of the FTPC

The Chair of the Fitness to Practise Appeals Panel (FTPAP) shall:

- ensure that all relevant evidence is considered and ensure that the FTPAP has all of the information it needs in order to reach a decision
- ensure that the FTPAP does not proceed as a re-hearing

The Secretary of the Fitness to Practise Appeals Panel (FTPAP) shall:

- ensure the FTPAP policies are fully and properly followed
- be a source of independent advice to all parties in the FTPAP
- convene a meeting of the FTPAP as soon as possible
- receive and send copies of all written evidence to all relevant parties
- be present for the proceedings of the FTPAP to advise parties on policy, take notes and record the FTPAP's decision and reasons for the decision
- inform the trainee that there is no further right to appeal and provide information on how to make a complaint to the Office of the Independent Adjudicator for Higher Education (OIA)

APPENDIX 3

ORDER OF PROCEEDINGS AT THE FITNESS TO PRACTISE COMMITTEE (FTPC)

1. At the start of the hearing, the FTPC will have a preliminary discussion in private. The Secretary shall then invite into the room:
 - the Chair of the FTPG presenting the case
 - the trainee who is the subject of the hearing
 - any accompanying friend as permitted by the Policy
2. If the trainee fails to appear, the FTPC will consider whether or not to proceed with the case immediately and may do so provided it is satisfied that the trainee has been properly informed of the time and place of the meeting.
3. Any witnesses whom the FTPC has invited to attend shall remain outside the room in which the FTPC is sitting until called to give evidence.
4. The Chair shall state briefly why the FTPC is sitting.
5. The proceedings at the FTPC will usually follow the pattern described below:
 - all written evidence will be taken as read;
 - the Chair of the FTPG will present their case;
 - the trainee will present their case;
 - the Chair of the FTPG and the trainee may question each other and may each be questioned by the FTPC upon his/her statements or evidence, both written and oral;
 - witnesses are called one at a time and are questioned first by the FTPC then by the person who nominated them and finally by the other party;
 - following the withdrawal of any witnesses who have been called, the FTPC may ask any further questions of the trainee or the Chair of the FTPG;
 - the Chair of the FTPG may make a closing statement if wished (and may leave the hearing for a few minutes to prepare this);
 - the trainee may make a closing statement if they wish (and may leave the hearing for a few minutes to prepare this);
 - the trainee and Chair of the FTPG will leave the hearing;
 - the FTPC make a decision and the hearing closes.
6. The order of proceedings will be at the discretion of the Chair of the FTPC. The ruling of the Chair on any point of policy shall be final.
7. The FTPC may at any time either before or during a hearing decide to adjourn the hearing for a period not normally exceeding seven working days
8. The decision of the FTPC shall be sent in writing to the trainee and to the Executive Director by the Secretary within five working days of the meeting of the FTPC.

REPORTING A CAUSE FOR CONCERN FORM

This form should be used to report any cause for concern regarding a BECTT trainee and forms part of the Fitness to Practise Policy. The Fitness to Practise Policy applies to trainees enrolled on courses which lead to professional registration and/or licence to practise and where Disclosure and Barring Service (DBS) checks are required. Trainees on such courses have additional responsibilities placed upon them regarding their professional suitability, as outlined in the Teachers' Standards. Failure to meet these requirements may lead to the Fitness to Practise Policy being invoked.

Concerns about a trainee's fitness to practise may be raised from any source, including any member of staff, trainee, placement mentor, member of the public, the Occupational Health Service or other agencies such as the Police or Social Services. Normally the allegation will relate to behaviour whilst the trainee is on BECTT's premises or in attendance at a placement setting related to the course. However, if it is reasonably believed that a trainee's behaviour off-site has damaged or compromised relevant professional standards, action may be taken in accordance with this Policy.

An allegation raising concern about a trainee's fitness to practise is a serious and potentially defamatory one. Consequently all details and proceedings will be conducted on the basis of strict confidentiality.

DETAILS OF INITIATOR OF CONCERN

Full name	
Profession	
Role and how you know the trainee (eg personal tutor, mentor, practice education facilitator, fellow trainee)	
Job title	
Contact number	
Email address	

TRAINEE DETAILS

Full name	
Trainee number	
Course title	

NATURE OF CONCERN

Outline below, in detail, the basis of the concern, what action has been taken to date and list the evidence attached which supports the basis of the concern

Is the trainee aware of the concern?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is this the first concern regarding the trainee? If no, please provide details of previous concerns	YES <input type="checkbox"/> NO <input type="checkbox"/>
Has a Safeguarding Lead been informed? If so, please provide name	YES <input type="checkbox"/> NO <input type="checkbox"/>
Has anyone else been informed? If so, please provide name	YES <input type="checkbox"/> NO <input type="checkbox"/>

DECLARATION

I confirm that the information given on this form and in supporting documents is true to the best of my knowledge and belief.

Signed	
Date	

Where to submit your formal complaint

Once completed, this form and your supporting evidence should be submitted to the SCITT office:

Email: fiona@billericayscitt.com

Post: BEC Teacher Training
c/o The Bromfords School & Sixth Form College
Grange Avenue
Wickford
Essex SS12 0LZ