

SUSPENSION CHECKLIST

This checklist must be completed before a decision to suspend a member of staff is made.

Staff Name:

Role:

Allegation:

	Factors to consider	Response
1.	If the individual remains at work, is there a risk to the safety of other staff or service users, or to property/finance/information?	Yes / No
	If Yes, what is the risk?	
2.	If the allegation is of a safeguarding nature has the LADO been informed?	Yes / No/ N/A
3.	Is it appropriate for the employee to remain in the workplace whilst investigations are carried out or proceedings brought in criminal matters?	Yes / No
	If No, give reasons	
4.	Would the employee's presence at work impede an investigation?	Yes / No
	If Yes, give reasons	
5.	Is there a risk of the employee interfering with witnesses or evidence?	Yes / No
6.	Are there suitable alternatives to suspension?	Yes / No
	If Yes, what are they? If No, summarise why the suspension is justified in the circumstances.	

The above has been discussed with the member of staff concerned.

Signed (Suspending Manager)

Print name Date.....