



Huddersfield Horizon SCITT

Fitness To Practice Policy

Proposed Review Date: 01 September 2023

Policy Reviewer: Emily Beach, SCITT Director

Through regular contact with your Tutor, your weekly mentorials and assignment feedback, you should be aware across the year of how you are progressing. Tutors will complete a form whenever they visit you in school outlining any key points for action. If at any point there is concern that you are not making appropriate progress this will be discussed with you. Sometimes this can be quickly addressed through the usual target-setting process. Where the concern is more significant we will put in place a Progress Alert, and, if it is serious, a Cause for Concern. Both of these involve meeting specific targets within a short timespan to ensure you are back on track to at least meet the minimum expectations.

Progress Alert Procedure

A progress alert may be issued at any time and by your mentor (in discussion with the trainee's tutor). There is a simple form to be completed; it is discussed with all involved and outlines the main concerns, the targets to address and the timescale. The reasons for issuing a progress alert are many and varied, and the informal nature of this process allows and enables the intervention to be highly personalised for the needs of individual trainees. It is anticipated that the majority of progress alerts will lead to improved progress, and the trainee will continue on the course with no further intervention needed.

However, in some cases, trainees may not make the required progress necessary. In these circumstances, a formal Cause for Concern progress should be undertaken, as detailed below

Cause for Concern (CfC) Procedure

A Progress Alert does NOT need to have been issued prior to a CfC being issued. It is possible to instigate a Cause for Concern either after a Progress Alert, or in place of a Progress Alert.

The Cause for Concern process can be initiated by either the Visiting Tutor or by a Mentor. **School Mentors must make contact with the appropriate Visiting Tutor** to clearly identify the concern in order that a joint approach to managing the issue can be applied.

1. A **Preliminary Discussion** will be held between the Trainee Teacher and appropriate staff.

The aim of this meeting is to support the Trainee Teacher and enable progression through the programme. A **Cause for Concern** form will be completed at the meeting which will clearly detail targets that need to be met and a maximum 3 week or 15 day time frame will be set for the achievement of progress. A date will be set for the review meeting. The Cause for Concern form will be signed as an accurate record by both the Trainee Teacher and members

of staff. As appropriate, copies will be given to the Trainee, the Mentors (if appropriate), the Tutor, Director and a copy retained on the Trainee's file.

2. A **Review Meeting** will be held after the 3 week or 15 teaching day time frame has elapsed, following the preliminary discussion. If the Trainee is seen to be meeting the targets set, s/he will be notified at the meeting (and via subsequent email) that the Cause for Concern will cease. If the Trainee is deemed to have made little or no progression in relation to the targets set, then a **Reviewed Cause for Concern** will be set. The Reviewed Cause for Concern form will be completed at the meeting and will clearly detail the further Targets set, the timeframe for achievement and will also detail the date, no longer than 3 weeks or 15 teaching days later, which will be set for a Final Review Meeting.

The Reviewed Cause for Concern form will also list the consequences of failure should the targets not be met. These consequences will be one of the following (subject to the Programme Director's professional judgement):

- a. Mediation (see below for details)
- b. Enforced suspension from the programme, for a period of time negotiated between the Trainee and the Director.
- c. Referral for further investigation under the Fitness to Practise Policy The Reviewed Cause for Concern form will be signed as an accurate record by both the Trainee and member of staff. As appropriate copies will be given to the trainee, the school tutor(s) (if appropriate), the tutor and a copy retained on the trainee's file.

3. A **Final Review Meeting** will be held 3 weeks or 15 teaching days after the Review Meeting. If the Trainee is seen to have made progress towards meeting the targets set, s/he will be notified at the meeting (and via subsequent email) that the Cause for Concern will cease. If the Trainee has made little or no progression in relation to the targets set, then one of the consequences outlined in 2(a), (b), or (c) will come in to force, as decided by the Programme Director in his or her professional judgement.

Action following the final review meeting:

2a) should mediation be considered appropriate, the trainee and appropriate Mentors and/or Tutors will be referred to the as detailed below.

Mediation Service: The Mediation committee is available for any Trainee, Mentor or Tutor to use at any time during the programme. This service is available to all – including Mentors in schools – and can be utilised before/during

or after any Cause for Concern has been issued. This service is also available independently of the Cause for Concern procedures.

2b) should a period of suspension be considered appropriate, this will normally be negotiated between the Trainee and the Programme Director.

During this time, the Trainee is expected to reflect on their progress and to demonstrate, via a written Reflective Account:

- i. How they intend to rectify the issues raised in the Cause for Concern
- ii. That they have the capacity to achieve their intention.

The Reflective Account should be completed by the Trainee during the period of suspension and should be based on the Targets set in the Cause for Concern and Reviewed Cause for Concern forms and should reflect on advice provided by Mentors and Tutors. The Trainee should detail how Targets will be achieved upon his/her return to the programme and may be accompanied by any additional evidence to demonstrate that s/he has the ability to achieve on the programme.

Trainee Teachers may wish to spend some time in a school during their period of suspension for observation purposes but it is the trainee's responsibility to make such arrangements.

Towards the end of the period of suspension, a **Programme Director's Meeting** will be convened and the Trainee invited to attend. One week prior to this meeting and as outlined above, the Trainee should submit their Reflective Account to the Programme Director.

The Programme Director will review and discuss the Reflective Account with the Trainee and will recommend that:

Either:

The Trainee may re-enrol to the programme. The Trainee will be provided with a further two-week period of attendance at school and a new Cause for Concern form will be completed by the Programme Director, outlining clear targets which are based upon the previous concerns raised together with the Trainee's intentions to achieve, as expressed in his/her Reflective Account.

The Cause for Concern form will be signed as an accurate record by both the Trainee and member of staff, a copy given to the trainee, a copy given to the new placement school's mentor(s), the tutor and a copy retained on the trainee's file. A Review Meeting between the Programme Director and the Trainee will

be held three weeks later. If Targets are considered to have been met, the Cause for Concern will cease and the trainee will be notified at the meeting (and via subsequent email). Should the Programme Director consider that the Targets have not been met, action under (2c) below will be invoked.

Or:

The student has failed to adequately demonstrate how s/he will rectify the identified issues nor has demonstrated the capacity to achieve and that s/he is considered unsuitable to continue on the programme. In such an occurrence, investigation via the Fitness to Study or Fitness to Practise procedure will be invoked.

2c) Referral for further investigation under the Fitness to Practise Policy (see Section 1)

Final Assessment

Our aim is that 100% of our trainees will have met the Teachers' Standards. In order to be recommended for QTS a trainee must have met the Teachers' Standards. If a trainee is not on track to meet the Teachers' Standards then we will intervene as early as possible to ensure that they are supported and have the additional opportunities to become good or better.