

GENERAL TEACHING COUNCIL FOR ENGLAND

GUIDANCE FOR TEACHERS SUBJECT TO THE COUNCIL'S DISCIPLINARY PROCEDURES

**This guidance applies to cases conducted under the
Council's Disciplinary Procedure Rules 2008**

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Part 1 – General principles of the Council's regulatory work

1. Introduction

Under current legislation, teachers' employers (including supply agencies) are required to refer to the Council cases where they have ceased to use the services of a registered teacher because of misconduct or incompetence, including by resignation where dismissal was possible.

Employers are separately required to refer cases of misconduct raising serious concerns about the safety and welfare of children and vulnerable adults to the Independent Safeguarding Authority.

The Council also considers cases against registered teachers where they are convicted of or cautioned for offences which may be relevant to being a teacher. In these instances, referrals are made by the police via the Criminal Records Bureau.

Members of the public may also complain directly to the Council about the alleged misconduct of registered teachers. If, after preliminary consideration, it appears that the complaint may warrant further action by the Council, then such a complaint will be taken forward through the procedures described below.

If your case has been referred to the Council, this guidance explains what you need to do now. It should be read together with the Council's Disciplinary Procedure Rules 2008, which provide the formal framework within which we carry out our regulatory role.

2. What is the scope of the Council's disciplinary role?

One of the functions of the Council under the Teaching and Higher Education Act 1998 (as amended) is to consider allegations which may reflect on the suitability of teachers to be registered with the Council.

Parliament has given Council these powers to help safeguard the standards of the profession and maintain its high reputation. Regulatory powers place the Council and the profession on an equal footing with other established professions such as the legal and medical professions.

The Council must consider in any individual case whether or not the teacher has demonstrated **Unacceptable Professional Conduct** or **Serious Professional Incompetence** or has been convicted of a **Relevant Offence**.

Unacceptable Professional Conduct is defined as "conduct which falls short of the standard expected of a registered teacher and which is a breach of the standards of propriety expected of the teaching profession".

Serious Professional Incompetence is defined as “competence falling seriously short of that expected of a registered teacher taking account of the relevant circumstances”.

A Relevant Offence is “a conviction for a criminal offence, other than one having no material relevance to a person’s fitness to be a registered teacher, committed in England and Wales, or which if committed elsewhere would have constituted a conviction in the United Kingdom”. (The Council, in common with other regulatory bodies, must treat cautions and certain disposals of the courts – such as conditional or absolute discharges – as matters of misconduct).

The Council’s Code of Conduct and Practice for Registered Teachers gives further guidance on the behaviours which are likely to fall seriously below expected standards. A copy of the Code is sent to teachers involved in the process and is available on the Council’s website at: www.gtce.org.uk/documents/publicationpdfs/conduct_code_pccpt1007.pdf. The Council agreed a revised Code in July 2009 which applies to referrals made after 1 October 2009.

If an allegation against a teacher is proved, Professional Conduct and Professional Competence Committees of the Council have at their disposal one of a number of sanctions: a Reprimand, a Conditional Registration Order, a Suspension Order (with or without conditions) or a Prohibition Order.

3. How many stages are there in the disciplinary process?

It is a legal requirement for teachers who wish to teach in maintained schools or non-maintained special schools to be registered with the Council. If you are subject to the Council’s disciplinary procedures, the Council consider it very important that you take the opportunity to present your case.

When a case is referred, it is considered by an independent and impartial committee constituted from: (a) Members of the Council, and (b) Additional Committee Members, who have been specifically appointed through a public appointments process to undertake regulatory work. Under the Council’s Disciplinary Procedure Rules, a majority of the members of any Committee must be qualified teachers. Each Committee will also have at least one lay member.

As part of the investigating process (outlined below), you first have an opportunity to make written comments to an **Investigating Committee** on whether or not the case should be referred to a hearing. The Investigating Committee will normally be made up of 5 members (or 3 when this is not possible). It will consider any written representations you choose to submit before it decides whether or not you have a case to answer.

If the Investigating Committee decides to refer your case on to a hearing, before either a **Professional Conduct** or **Professional Competence Committee**, then you will have the opportunity to attend the hearing, be

represented by a person of your choice and call witnesses on your behalf. Professional Conduct and Professional Competence Committees are made up of 3 members.

4. Where and how are decisions made?

The administration of the Council's regulatory casework is carried out at the Council's office in central Birmingham. This contains a purpose-built suite of hearing rooms, where all meetings of the Investigating, Professional Conduct and Professional Competence Committees take place.

You will find details of the Council's decision-making processes set out in Parts 2 and 3 of this guidance.

Part 2 – The Investigating Committee

1. When my case is referred to the Council, what do I need to do first?

Once we have informed you that your case has been referred to us, we will next send you a **Notice of Investigation**. This sets out the allegation made against you. We will enclose with it copies of all the relevant papers we have received.

The Notice of Investigation tells you the date of the Investigating Committee when your case will be considered and gives you the names of the people making up that Committee. It also tells you that if you wish to make written comments about your case, or raise a concern about a possible conflict of interest with any of the named Committee Members, you should do so by a given date.

Our target is to list cases for consideration by the Investigating Committee within 20 weeks of initial receipt.

If you are a member of a trade union or a professional association, you are strongly advised to contact them immediately to discuss the matter. If you are not a member of such an organisation, you may wish to consider taking other professional advice (for example, from a solicitor or the Citizens' Advice Bureau) before responding to the Notice. Please note, however, that legal aid is not available to teachers being investigated under these procedures and you cannot claim your costs back from anyone else involved.

When you nominate a representative, you must let us know their name and contact details as soon as possible. Without this we cannot discuss your case with anyone other than yourself, in the interests of confidentiality and data protection. Once you have a representative, all correspondence from or to us about your case should be conducted through them.

You may wish to delay your reply with any comments on the Notice until you have discussed your case with your representative or adviser. However, it is important that any written response from you or your representative or adviser

is received by the Council on or before the specified date. If, for any unforeseen reason, you cannot respond by the given date but wish to do so, please let us know so that we can consider extending the time limit.

If you believe that you do not have a case to answer, or if you think there are other factors which should be considered by the Investigating Committee, you should make these in your written response.

You should note however that in the case of a conviction of a criminal offence, you cannot argue that you were, in fact, innocent. Nevertheless, you can still set out why you think that the offence is not relevant to your registration as a teacher or identify any other circumstances which you think the Investigating Committee should take into account.

Please be aware that if we receive no response or contact from you or your representative by the given date, we will proceed with our preparations to put your case before the Investigating Committee at its scheduled meeting.

2. What happens at the Investigating Committee meeting?

All the documents we have received about your case, including any written response from you or made on your behalf, will be considered at the specified meeting of the Investigating Committee.

This meeting takes place in private. The Committee will consider your case solely on the basis of the papers submitted to it and will consider whether or not you have a case to answer in respect of the allegation. The Committee's decisions are not made public.

If it decides you have no case to answer, you will be notified of this in writing, within 2 weeks of the meeting. You may, however, ask the Council to publish a notice to the effect that it has found no case to answer. This notice will be published subsequently in the GTC Record of Decisions, which is made available to employers checking the registration status of teachers.

If, however, the Investigating Committee decides that your case should be referred to either a Professional Conduct or Professional Competence Committee then similarly you will be informed of this in writing within 2 weeks of the meeting.

Part 3 – Professional Conduct and Professional Competence Committees

1. What happens if my case is referred to a hearing?

If your case is referred to a Professional Conduct or Professional Competence Committee, we will send you a **Notice of Referral**. This will confirm the details of the allegation(s) the Investigating Committee has decided to refer to a hearing and its reasons for doing so.

It will also give you the names of the Hearings Team Leader dealing with the administration of your case, and the Presenting Officer appointed by the Council to prepare and put your case before a hearing committee. (Presenting Officers will either be employees of the Council or from a law firm contracted for this purpose).

We aim to bring cases before a Professional Conduct or Professional Competence Committee within 23 weeks of the Investigating Committee's decision to refer them on.

2. Does my case have to go to a full hearing?

We will enclose with the Notice of Referral a pro forma, for you to complete and return within 3 weeks.

As before, we strongly recommend that you seek the advice of a trade union, professional association or other independent adviser before responding to this Notice.

The Council's Disciplinary Procedure Rules 2008 provide for a Professional Conduct or Professional Competence Committee to meet and determine a case without a hearing i.e. by considering the case papers alone. The pro forma gives you the opportunity, if you wish, to request this approach to your case. However you should note that proceeding in this way is:

- a) dependent upon you admitting the alleged facts and admitting the allegation against you; and
- b) subject to the Registrar's decision that resolving your case in this way is in the public interest as well as in the interests of justice.

If you ask for your case to be considered without a hearing, the Presenting Officer will then contact you, or your representative, to try and agree with you the wording of an agreed statement of facts. You will also be asked to put in writing your reasons why you believe this approach is appropriate to your case, as well as any statement in mitigation and representations about possible sanction. You will have 21 days in which to meet these requirements.

On receipt of the agreed statement of facts and your supporting submissions, the Registrar must then decide if your case should proceed with or without a hearing.

If the Registrar decides that a full hearing is not necessary, then a Professional Conduct or Professional Competence Committee will meet in private to consider the case. The Committee will be advised by an independent Legal Adviser.

At the end of the meeting, the Committee will announce its decision and its reasons for that decision in public. If you wish to be informed of the decision immediately after it is announced, please confirm this in advance to the Hearings Team Leader dealing with your case and provide them with your contact telephone number or e-mail address. We will in any event formally notify you of the outcome by letter within 2 weeks of the hearing being concluded.

Although the meeting is held in private the decision is announced in public and may be reported in the press. The Council does not add commentary to the announced decision of the Committee.

If:

- a) you do not ask for your case to be considered without a hearing; or
- b) you are not prepared to admit both the facts of your case and the allegation against you; or
- c) you do not return the pro forma by the stated deadline.

your case will go forward to a hearing.

3. What decisions can the Committee make without a hearing?

The decision making process of the Committee and the sanctions available to it are the same as in a hearing as are your rights of appeal. These are explained in the sections dealing with hearings in sections 16 and 17 below.

4. What happens if my case goes to a hearing?

Your case will go to a hearing if:

- you or your representative dispute the allegation made against you; or
- if the Registrar decides that it is in the public interest and/ or the interests of justice that a hearing should take place; or
- if a Committee convened to consider your case without a hearing decides that it is in the public interest and/ or the interests of justice that a hearing should take place.

In any of these circumstances, we will send you a **Notice of Proceedings**. This will tell you the details of the allegation(s) you will need to answer, the name of the Presenting Officer appointed to prepare your case, any witnesses the Presenting Officer intends to call and when the hearing will take place. The hearing will take place not less than 8 weeks after the day we send the Notice to you, unless you or your representative agree, in advance, to a shorter timescale with the Presenting Officer.

We will enclose with the Notice of Proceedings a pro forma, for you to complete and return within 3 weeks. This asks you a number of questions, including if you:

- have or know of any reason why the hearing, or part of it, should not be held in public;
- intend to be present and/ or to be represented;
- intend to call witnesses;
- believe there may be a conflict of interest in respect of any member of the Committee;
- are currently employed as a teacher.

The hearing will be held in public unless there are special reasons why it (or parts of it) should not.

Again, we strongly advise you to contact your trade union or other representative as soon as you receive the Notice of Proceedings and prior to completing and returning the pro forma.

5. How is the date and time of a hearing decided?

In order to assist with the scheduling of the hearing, the Presenting Officer will give you, or your representative, a preliminary indication of when the hearing might be held and will ask you to confirm dates within that timeframe when you are definitely unable to attend.

The date for the hearing will be confirmed to you in the Notice of Proceedings.

All hearings are set to begin at 9.30 a.m. and end by 5.00 p.m. Many hearings are concluded in one day. If it is expected that a hearing will last more than one day, this will be communicated to you in making the arrangements. If, following a day's hearing, there is a need to adjourn and reconvene, then another date will be decided and appropriate notice given. The starting time of the second and any subsequent days may be varied at the Committee's discretion.

Once dates are fixed, the Council will only postpone hearings in exceptional circumstances. (Please see below the arrangements for requesting a postponement.)

6. What procedure will the Committee follow at the hearing?

The Council is committed to hearings being **investigative rather than adversarial** in nature. We will send you and any representative a copy of the Council's Disciplinary Procedure Rules, which set out how the hearing will proceed.

Under these Rules, you can opt to contest or accept the allegations against you. If, for instance, you accept the facts of what is alleged and that those facts amount to Unacceptable Professional Conduct, Serious Professional Incompetence or conviction of a Relevant Offence, you will not wish to contest them. You will be able to indicate this in advance of the hearing and formally confirm it on the day.

If confirmed on the day, the Committee may, subject to satisfying itself that the admissions are sound, then move to the stage of considering mitigation and determining whether it is appropriate to impose a disciplinary sanction.

If you do not accept the facts of what is alleged, or accept the facts but do not accept that what is alleged amounts to Unacceptable Professional Conduct, Serious Professional Incompetence or conviction of a Relevant Offence, the Committee will proceed to consider the factual evidence as the first part of the proceedings.

Whether or not you contest the allegation, the Presenting Officer will contact you or your representative to try to agree a bundle of documents to go before the Committee. This is so that the papers considered in the case do not include duplicate material or material that both sides agree is not relevant to the case. There is, however, no requirement to agree a bundle and where this is not possible, all the papers available to both parties will be submitted for consideration.

Should you wish to rely on exhibits as part of your evidence, you or your representative, should inform a member of GTC staff, giving as much notice as possible prior to the hearing to allow administrative arrangements to be put in place. On the day of the hearing the exhibit should be passed to a member of staff at the GTC reception desk. It will then be retained and held in the hearing room, pending any examination by the Committee. However, GTC staff reserve the right to refuse the admission of any bags, equipment or items that raise concerns. You are strongly advised to discuss the matter of exhibits with any representative or adviser you may have.

You, or your representative, will have the opportunity at the hearing to present your case, including anything you may wish to put forward by way of mitigation. This will include any witnesses you have asked to give evidence and the opportunity to ask questions of the witnesses called by the Presenting Officer. The Presenting Officer and Committee may ask questions of you, or any of the witnesses, as well.

In accordance with the Council's remit to act in the public interest, the hearing will normally be held in public. However, a Committee at the start of the

proceedings will consider any submissions by you that all, or part of the hearing, should be held in private and, in any event, will consider that matter.

Where the proceedings take place in public, members of the public and the press are entitled to attend.

You should note that for member development purposes, an observer may be in attendance at the hearing. This person has no role in the hearing or decision-making process and is present purely to observe the proceedings. However, in the event that any part of the hearing takes place in private, you will be able to express a preference regarding the continued presence of the observer. The Council requires observers to treat any evidence heard in private in the strictest confidence.

You and your representative will also have the opportunity to draw the Committee's attention to any mitigating circumstances of which you feel it should be aware.

7. What if new evidence about my case comes to light?

Exceptionally, further evidence may come to light after the date of the Investigating Committee but before the hearing takes place, which you or your representative feel might have affected the Investigating Committee's decision to refer the case on to hearing.

In this event, the Registrar will consider any new evidence or information you or your representative wish to submit, to see whether it is of sufficient importance for your case to be considered by a new Investigating Committee. If so, we will then inform you of the Registrar's decision and, as appropriate, the date and membership of the new Investigating Committee. The new Investigating Committee will then decide whether your case should proceed.

The option is also open to the Presenting Officer to refer a case back to an Investigating Committee where new evidence comes to light.

8. Will any information be made public about my case?

Because the Council carries out its disciplinary role in the public interest, the dates of forthcoming GTC hearings are published on the GTC's website. The name of the school referring the case, your name and the type of hearing committee you are to appear before (Conduct or Competence) are also posted in the foyers of the Council's Birmingham and London offices and on the Council's website three working days before the hearing.

Once the Committee has publicly announced the allegations at the start of the hearing, they are confirmed in writing in a briefing sheet available to the press on request.

9. Do I have to attend?

You may choose whether, or not, to attend the hearing of your case. You cannot be compelled to do so.

If you choose neither to attend nor be represented, the Committee hearing the case must decide whether or not to proceed in your absence. In reaching its decision, it will take into account any information you may have provided to the Council about your reasons for not being present and will receive legal advice on relevant case law and the balance to be struck between your personal interests and the wider public interest.

Should the Committee decide to proceed with the hearing, then this will be on the basis of the Committee considering all the documents before it and evidence from any witnesses called by the Presenting Officer.

At the end of the hearing, the Committee will announce its decision and its reasons for that decision in public. If you wish to be informed of the decision immediately after it is announced in your absence, you should confirm this in advance to the Hearings Team Leader dealing with your case and provide them with your contact telephone number or e-mail address. That arrangement aside, we will formally notify you of the outcome by letter within 2 weeks of the hearing being concluded.

You should note that all decisions of Professional Conduct and Professional Competence Committees are announced in public and may be reported in the press. The Council does not, however, add a commentary to the announced decision of the Committee.

10. Do I have to give evidence in my own defence if I attend?

The presumption of the hearing is that the onus is on the Presenting Officer, who brings the case against you on behalf of the Council, to prove the allegations against you. It is not for you to prove your innocence. Nevertheless, it is very important that the Committee have the opportunity to hear your side of the case.

Just as you cannot be compelled to attend, you cannot be compelled to give evidence. However, if you, or your representative, decide that you should, then you will be asked to take the witness stand and affirm or swear an oath as to the truth of your evidence.

Electing to give evidence means that you are open to questions not just from your representative but also the Presenting Officer and Members of the Committee.

11. Who will meet the costs of any witnesses I might want to call?

Under the Council's Disciplinary Procedure Rules 2008, the Council will normally pay witness expenses, including supply cover costs, for up to two witnesses called by you. The same applies to witnesses called by the Presenting Officer.

Please note that we can only pay witnesses' claims retrospectively, in reimbursement of expenses actually incurred, not in advance.

The payment of expenses for more than two witnesses is discretionary and subject to prior agreement with the Council. It is helpful in the first instance if you or your representative can discuss with the Presenting Officer the number of witnesses, if any, you are thinking of calling. This is because if there is no dispute between you as to some of the documentary evidence in your case, the attendance of a witness may not actually be necessary.

Separate detailed guidance for witnesses is available on request and can be viewed on the Council's website at:

www.gtce.org.uk/documents/publicationpdfs/witnesses_0907.pdf

In exceptional circumstances, you or your representative may be unable to secure the attendance of a witness or to obtain specific documents or other evidence you believe would be crucial to the hearing of the allegations against you.

Should this situation arise, it may be possible for a Committee to direct that you or the Council should apply to court for a summons requiring the witness to attend or for a court order for the documents or evidence to be submitted to the hearing. In this event, you or your representative should write to the Registrar as soon as possible, describing the difficulties you are encountering and their impact on the presentation of your case.

The Registrar will then consider your request. However, you should note that he will only agree to proceed with an application for a summons or a court order if he believes that the absence of a witness, documents or other evidence is crucial to the determination of the case.

It is essential that you or your representative make any request of this sort without delay. This is because a summons, if granted by the court, must be served on a witness at least 7 clear days before the hearing. Failing to meet this deadline will mean having to make the application to the Committee once the hearing is underway.

12. Who will meet my costs?

You are responsible for meeting any costs you may incur in respect of your own attendance at the hearing, including the costs of representation. The only exception to this is when you can prove that you are unemployed *in any capacity* at the time of the hearing. Your unemployment must be independently verified by a third party (i.e. by furnishing documentary proof of claiming a Jobseeker's Allowance). In making this provision, the Council's intention is that no teacher should be prevented by financial hardship from appearing before a hearing to put their case.

13. Can I postpone my hearing in unforeseen circumstances?

As stated above, once scheduled, hearings can only be postponed in exceptional circumstances.

Any postponement request should be made as soon as the reason for doing so is apparent. You or your representative should send it by letter or e-mail to the Council's Casework Operations Manager (Hearings), who deals with such requests on behalf of the Registrar.

If you wish to attend your hearing but are prevented from doing so by illness or injury, you will need to provide a supporting doctor's letter or medical certificate.

Each request will be considered on its individual merits. You should note, however, that it is not normally possible to agree to postponements less than 48 hours before the hearing is due to begin. In such circumstances you or your representative will be asked to make representations directly to the Committee when formal proceedings open on the day.

14. Can any issues arising from my case be decided before the hearing?

In some circumstances, it may be helpful to resolve some preliminary matters about a hearing in advance of the first hearing day; for instance, where there are complex issues relating to the admissibility of evidence. If the Council thinks this is necessary, the Presenting Officer will discuss it with you or your representative and arrangements will be made. We would recommend that if you have any such issues to raise, you should contact the Presenting Officer in the first instance to discuss them. Such matters may be considered by one or more Committee Members and could be considered by telephone or video conference as well as in person.

15. What facilities are available to me on the day of the hearing?

On arrival at Victoria Square House, please report to the GTC reception desk, where one of the Council's staff will greet you. You will be asked to sign in, so that we can maintain an accurate record of visitors in the building for health and safety purposes, and then shown to the hearings' suite. The layout of the suite, including the hearing room itself, will be explained to you. A plan of how the hearing room is typically set out is attached at Appendix 1. You may not bring cameras or other recording equipment into the hearing suite and the Council may refuse entry of any items into the hearings area.

Before the hearing starts, a private waiting room will be available for you. Whilst coffee, tea and water will be provided during the day, please note that we do not provide lunch for you, your representative or any witnesses. However, there are a number of local amenities close by where sandwiches and light meals are available. At a convenient point, the Chair of the Committee will adjourn the hearing for a lunch break of at least 40 minutes.

If you have any special requirements relating to a disability which might hinder your access to or participation in the hearing, please notify the Hearings Team Leader so that appropriate arrangements can be made. Disabled access is available and an induction loop facility is available in the hearing room.

16. What decisions can the Committee make?

Once the Committee has heard the case, it will decide in private whether it is satisfied that the allegation is substantiated or, in the case of a criminal offence, that it is relevant to being a registered teacher.

Rule 39 (1) identifies the three stages of decision-making. Firstly, the Committee must be satisfied as to the facts of the case. The standard of proof is to the civil standard, “on the balance of probabilities”. This means that before finding a factual allegation proved, the Committee must be satisfied that an event is more likely to have happened than not.

In the case of a conviction, a valid certificate of conviction or an admission shall be taken as conclusive evidence of the commission of an offence which in itself is a finding of fact.

If the Committee is not satisfied of this, then the case will be dismissed. That will be the end of the matter as far as the Council is concerned. As at the investigating stage, you may ask the Council to publish a notice to the effect that it has found no case to answer.

Secondly, if it finds the facts of the case proved, the Committee must determine whether or not it is satisfied that those facts amount to Unacceptable Professional Conduct, Serious Professional Incompetence or conviction of a Relevant Offence. This is a matter for the Committee’s judgement.

Again, if it is not satisfied of this, then the case will be dismissed.

If the Committee is satisfied both as to the facts and the finding of the allegation against you, it will then move to Stage 3 and consider what sanction, if any, should be imposed.

Rule 39 (1) (c) states that “*if the facts amount to Unacceptable Professional Conduct, Serious Professional Incompetence or conviction of a Relevant Offence*”, then the Committee shall:

- “(i) consider the previous history and character of the Registered Teacher;*
- (ii) consider any mitigating circumstances;*
- (iii) consider any previous Disciplinary Order imposed by the Council or other relevant body;*
- (iv) determine whether to make a Disciplinary Order against the Registered Teacher and consider any relevant submissions from the parties, and*
- (v) specify the terms of any Disciplinary Order”.*

Under **Rule 39 (2)**, the Committee must announce its determination of a finding of Unacceptable Professional Conduct or Serious Professional Incompetence or conviction of a Relevant Offence and its determination of a Disciplinary Order, if any, in public. It may also, under **Rule 39 (3)**, give the reasons for any or all of its determinations, or for specifying the terms of any Disciplinary order, in public.

The procedure for notifying you and other relevant parties of the decision is set out in **Rule 40**.

If you are aggrieved by a Disciplinary Order imposed upon you, you have a right of appeal to the High Court. This should be exercised within 28 days from the date you are formally notified of the Order, as set out in **Rule 55**.

Should the Committee find you have no case to answer, you will be notified of this in writing, within 2 weeks of the hearing. That will be the end of the matter as far as the Council is concerned. You may, however, ask the Council to publish a notice to the effect that it has found no case to answer. This notice will be published subsequently in the GTC Record of Decisions, which is made available to employers.

17. What sanctions can the Committee impose?

At Stage 3 of its decision-making, the Committee can decide:

- To make no sanction; or
- To give you a Reprimand; or
- To make your continued registration subject to conditions through a Conditional Registration Order; or
- To suspend you from the Council's Register for a period of up to two years, by making a Suspension Order, either with or without conditions; or
- To remove you from the Council's Register, by making a Prohibition Order.

The Committee will impose a Conditional Registration Order if it believes that eligibility for registration should remain subject to meeting certain conditions. Conditions may also be applied to Suspension Orders.

Examples of the type of conditions which might be imposed are:

- further training
- counselling

- conditions which apply to aspects of a role – e.g. management responsibilities.

The Council will monitor whether the conditions in a Conditional Registration Order or attached to a Suspension Order are met. Where the Council considers this may not be the case, it may convene a further hearing to consider the matter. If the Committee is satisfied that the teacher has not met the conditions, it may impose a higher level of sanction.

In reaching a decision on sanction, the Committee will take into account the Council's Indicative Sanctions Guidance, which guides Committees as to the sanctions available to it. We will send you and your representative a copy of this guidance. It can also be found within the Guidance for Members of Disciplinary Committees, available on the Council's website at: www.gtce.org.uk/documents/publicationpdfs/members_guidance0309

Following formal notification to you of an Order, that decision will also be made available in summary form to employers in the form of the GTC Record of Decisions. In accordance with Regulations, it will also be placed on the Council's website for a three-month period. Where a disciplinary order is made, the Register will be amended to record the Order for the period of its duration. Following the expiry of an Order, it will be clearly marked as 'Expired' on the Register.

Part 4 – Conclusion and points of contact

The Council wishes to carry out its disciplinary role fairly, objectively and openly. It wishes its procedures to be clear and understandable. Because the proceedings may be open to the public, it is possible that there may be press interest in cases. The Council manages all communications with the press through its media officer, Susan Limb, who can be contacted on 020 7023 3907. The Council does not add commentary to announced decisions, does not promote coverage of disciplinary cases and will only issue factual statements in response to any press queries.

If you have any queries about these procedures, you or your representative may raise them with the following members of staff:

- **Investigating Team Leader** - **Alan Sweeney**
(0121) 345 0065
alan.sweeney@gtce.org.uk
- **Investigating Team Leader** - **Sharon Timmins**
(0121) 345 0044
sharon.timmins@gtce.org.uk
- **Professional Conduct/
Competence/ Induction
Appeals Team Leader** - **Nicola Bailey**
(0121) 345 0087
nicola.bailey@gtce.org.uk

- **Professional Conduct/
Competence Team Leader** - Ian Davies
(0121) 345 0096
ian.davies@gtce.org.uk
- **Professional Conduct/
Competence Team Leader** - Lian Lancaster
(0121) 345 0183
lian.lancastle@gtce.org.uk

The Professional Standards Team is based at:

**The General Teaching Council for England
Victoria Square House
Victoria Square
Birmingham**

Appendix 1

Layout of GTC Hearing Room

