








## How does the Conduct Process work?

### Part I: Complaints Assessment Committee

A mandatory report, complaint or notification of conviction has been made about your behaviour. Once received, the Teaching Council will consider what - if any - action needs to be taken. We will always be guided by the principles of natural justice.

-  You will be informed that the Council has received a report, provided with the information the Council has received, advised to seek support via a representative and given an opportunity to provide an initial response.
-  Your case goes to the Triage Committee for initial consideration of the concerns. It may decide more information is needed or no further action is required. It can also decide to refer your case to the **Complaints Assessment Committee (CAC)** for investigation.
-  If your case gets referred to the CAC, a Council investigator will investigate the concerns. You will be asked if you wish to provide any additional evidence or a response at this stage. The investigator will write a report. You will receive a copy and an opportunity to respond
-  A CAC panel will consider the report and your response. You and/or your representative can choose to attend the meeting in person, by phone or video conference. The CAC will make a decision and notify you, your current employer and the initiator of the outcome.
-  If the CAC finds the concerns amount to misconduct the CAC can reach an agreement with you and the initiator. This could include conditions on your certificate (e.g. supervision or PD), censure or annotation on the register. Your file will remain safe and secure on our digital archive.

#### Who are CAC panel members?

Experienced, registered teachers with practising certificates from across the sector and lay people.

#### What else can the CAC do?

- Request more info
- No further action
- Refer to the impairment process
- Refer to the Disciplinary Tribunal and must do so for cases which may possibly be serious misconduct