

## Cause for Concern Policy

<b>Policy Title</b>	Cause for Concern Policy		
<b>Author / Reviewer</b>	BASCITT Programme Director/ Governance Lead/Finance & Resources Director		
<b>Board/Committee</b>	BASCITT Executive Board		
<b>Signed by Dave Dupont (Chair of Executive Board)</b>			
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### Policy aims

The Basingstoke Alliance School Centred Initial Teacher Training programme is committed to ensuring that all trainee teachers are treated fairly and with consideration. We recognise that we have a responsibility to ensure high and consistent standards in our role as a training provider.

We recognise that not all trainee teachers progress at the same rate and that all trainee teachers have an entitlement to train in a supportive and caring environment. We accept the responsibility for identifying trainee teachers who are experiencing difficulties which may affect their ability to meet the Teachers' Standards for Qualified Teacher Status by the end of the academic year. We aim to ensure that where trainee teachers are identified as cause for concern, strategies to support their progress are implemented as soon as possible.

### What happens if you are having difficulties with the course?

Trainee teachers will come with a wide range of teaching experience and experience of working with young people, so those involved in your training will use their discretion when making judgements about your expected progress towards the Teachers' Standards.

It will be useful for you to be aware of some of the indicators which may mean that greater intervention and support is required for you. An informal pre-cause for concern process will be initiated by the mentor supported by the SCITT Co-ordinator (SCITTCo) in the placement school.

The informal pre-cause for concern will set precise targets that need to be met to prevent going onto the cause for concern process, and it is an opportunity to address factors preventing progress. The mentor and SCITTCo will keep the BASCITT Programme Director informed during this process. The pre-cause for concern will be initiated when one or more of the following happens:

- You are consistently not acting upon advice and guidance from your mentor and/or SCITTCo.
- Your teaching is causing concern. For example you are not planning adequately or addressing/challenging behaviour issues. Advice given between lesson observations is repeatedly not acted upon or not perceived by you as a problem.
- Your wider professional conduct is causing concern.

If you are experiencing difficulties that are not obvious to those involved in the training, then you must communicate with the mentor in the first instance; the mentors should be the first source of support and will be best placed to make decisions about interventions.

Mentors will:

- Be specific in targets for improvement when in discussion and meetings with you, and should identify early opportunities that directly address how improvements can be made.
- Keep the SCITTCos , BASCITT Programme Director and the subject board tutor informed.
- Create early relevant training opportunities e.g. observe/shadow other teachers with particular expertise in the relevant areas.
- Encourage and record the self-evaluations.

If a trainee does not respond sufficiently to the targets that have been set at this first stage then a formal cause for concern process will be put into place. **This must be agreed with the Programme Director.** The Programme Handbook outlines this process and it is detailed below.

### **Cause for concern procedure**

A cause for concern is intended to be a developmental and supportive process that will be put into place in agreement between the placement school and the BASCITT Programme Director.

A cause for concern will be issued when one or more of the following happens:

- A trainee does not make the expected progress after being on the pre-cause for concern.
- A trainee struggles professionally or personally to meet the Teachers' Standards (Part One: Teaching) via an inconsistency in:
  1. Motivation
  2. Progress – pupil or trainee
  3. Acting upon advice
  4. Planning lessons and marking work
- Failure to hand in assignments or not reaching the expected level in an assignment
- Failure to work as a team
- Frequent absences or absences leading to negative impact on students

- Non-attendance to central training
- A trainee fails to demonstrate high standards of personal and professional conduct (Part Two: Personal and professional conduct).
- A trainee fails to meet the requirements of the Trainee Code of Conduct.

A cause for concern can be raised at any stage of the programme by the placement school and:

- Can relate to a trainee's engagement with and attendance at the taught elements of the programme.
- Can relate to specific aspects of the trainee's teaching and be characterised by a lack of expected progress by the pupils as identified using the Core Content Framework alongside the Teachers' Standards (referencing the grade descriptors).

A cause for concern will:

- Outline the concerns.
- Set targets.
- Identify training and actions.
- Agree review points.

It will result in an agreed increase in support and monitoring from within the placement school and BASCITT.

An action plan should be produced by the SCITTCO and mentor in conjunction with the trainee using the Cause for Concern proforma (Appendix in the Programme Handbook). A copy of the action plan must be sent to the BASCITT Programme Director for approval.

The following stages outline the cause for concern process. The process culminates in termination of the course, as judged by the Executive Committee, if the four stages do not result in acceptable improvement of the issue.

## **Cause for concern process**

### **Stage 1**

At the earliest opportunity after a concern has arisen, the mentor or SCITTCO discusses the concerns with the BASCITT Programme Director, who will agree if the trainee is cause for concern or not. A formal meeting should be arranged as soon as possible to highlight the causes for concern, supported by evidence from the trainee's practice. The trainee will have the opportunity to share their perceptions of the concerns and a joint understanding is established.

At the cause for concern meeting between the trainee, mentor and SCITTCO a Cause for Concern Form is used to:

- Record and identify the issue(s) which give cause for concern in relation to the Teachers' Standards.
- Record and agree a maximum of three targets which are focused explicitly on areas for improvement.
- Record and agree actions for the trainee, and strategies to support the trainee to be provided by the class teacher/mentor/subject board tutor.
- Record and agree a realistic and achievable timescale of up to 10 working days to the review point.

The BASCITT Programme Director will provide an additional visit as part of the moderation process within the ten working day period. Trainee teachers on cause for concern are discussed at the BASCITT Management Committee meeting.

The trainee, mentor and SCITTCO to sign the form and a copy is sent to:  
[admin@basingstokealliancescitt.com](mailto:admin@basingstokealliancescitt.com)

## **Stage 2**

At the weekly meeting between the trainee and the mentor the cause for concern form is used to:

- Review the targets using the full range of evidence.
- If all targets are met, this is deemed sufficient progress by the trainee and normal training routines continue.
- If one or more targets is not met, this is deemed as insufficient progress and then stage 3 is implemented.

A copy of the completed Cause for Concern Form is sent to  
[admin@basingstokealliancescitt.com](mailto:admin@basingstokealliancescitt.com)

## **Stage 3**

The BASCITT Programme Director is informed that the targets have not been met and a discussion between the mentor, SCITTCO and the Programme Director takes place.

The following actions are agreed:

- Review meeting and/or joint observation with the mentor/SCITTCO and the Programme Director in which they moderate the evidence to confirm whether there is a need for an ongoing cause for concern.
- If so, a formal meeting with the SCITTCO, mentor and trainee takes place and a Cause for Concern Form is used to agree the causes for concern and set revised targets.
- Explicit actions for the trainee, mentor, SCITTCO and Programme Director are agreed as part of the cause for concern action plan.
- A timescale of up to 10 working days is set for the trainee to focus on the cause for concern targets.
- All observations and meetings should focus on the cause for concern targets.

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[admin@basingstokealliancescitt.com](mailto:admin@basingstokealliancescitt.com)

## **Stage 4**

A formal review of targets, using the full range of evidence, by the trainee, mentor, SCITTCO and Programme Director will take place. There are three possible outcomes from the formal review:

1. If sufficient progress toward the targets has been made, the cause for concern ends and the normal training routines continue.
2. If limited progress has been made but the trainee has shown commitment to improvement, the Programme Director, mentor/SCITTCO and trainee review the issues, revise the targets and the cause for concern is extended for another ten working days. It may be at this point an alternative placement is required.

3. If none of the targets have been met and progress has not been made, the trainee fails the placement and the process will proceed to Stage 5.

#### **Stage 5: Breakdown of Placement Procedure**

- The placement is suspended pending termination determined at Executive Committee meeting (stage 6).
- The trainee meets with the BASCITT Programme Director and the Headteacher of the lead school (Dove House School Academy) and the record for a failed placement is completed.
- The trainee is informed of their right of appeal and signposted to the appeals policy.
- An exit interview record is completed.
- A formal letter is sent to the trainee.
- A de-brief meeting takes place between the Programme Director and the relevant school personnel, leading to a report of arising issues and actions.

#### **Stage 6: Confirmation of trainee failure and withdrawal from the course.**

The final decision is confirmed by the Executive Board