

Policy



Disciplinary Investigation Policy

*Nurturing today's young people,
Inspiring tomorrow's exemplary citizens*

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Contents

SECTION 1	POLICY STATEMENT	PAGE 3
SECTION 2	WHEN IS AN INVESTIGATION NOT REQUIRED?	PAGE 3
SECTION 3	HOW WILL AN INVESTIGATION PROCEED	PAGE 3
APPENDIX 1	PUPIL INVESTIGATION FORM	PAGE 5

SECTION 1 – POLICY STATEMENT

At AJI, we recognise that pupils, parents or staff may bring incidents of potential misconduct which require investigation. It is always our intention to obtain an accurate and truthful account of any incidents which may have breached the School Regulations, any additional rules applied on a trip (if appropriate), the Behaviour Management and Discipline and/or Anti-Bullying Policy and have occurred on School premises, during School trips, School events and/or at other times when School's authority may reasonably consider to apply, including on the School coaches, when pupils are in school uniform and/or in some cases when issues outside of School have an impact on School life.

SECTION 2 – WHEN IS AN INVESTIGATION NOT REQUIRED?

Sometimes an incident occurs which requires little or no subsequent investigation, for example, the perpetrator admits what he has done; his interpretation accords with that of the victim and/or of others present. There is an acceptance that what happened should not have happened and an understanding that it will not happen again. In such cases, little or no investigation is required; a sanction may be applied and this can be done reasonably quickly and all parties can move on from the affair reasonably swiftly with appropriate lessons having been learned from the incident.

However, in some cases, there is doubt as to what has occurred and/or the potential sanction for the alleged misdemeanour is particularly severe. The alleged perpetrator may deny his involvement or may give mitigating causes for what has happened and a more detailed investigation may be required.

SECTION 3 – HOW WILL AN INVESTIGATION PROCEED?

During such investigations, in so far as it is reasonably practical to do so, all parties involved will be asked to give their own accounts of what has allegedly happened and thus facilitate a measured and considered response from those responsible for discipline, including the Head Teacher, in taking action as natural justice would dictate. This is particularly important where a serious sanction such as an Exclusion may apply.

An investigation and any subsequent meeting will be conducted fairly, in as short a time frame as possible, and in a way which is appropriate to a School, without formal legal procedures or legal representation. The proceedings will at all times be considered confidential.

On receiving a complaint or allegation / indication of misconduct on the part of a pupil, an Investigation will normally follow, coordinated by an Investigating Officer. Pupils may be withdrawn from lessons, and will sometimes be placed in supervised isolation within School, to facilitate the investigation. The Investigating Officer, will initially seek to ascertain the circumstances and facts surrounding the issue in question by talking to and taking statements from the following people in private: subject of an allegation of misconduct; any witness (including through social media channels) to the misconduct; any alleged victim of the misconduct.

Parents of any pupil who is being investigated for alleged misconduct will normally be notified of the nature of the allegation / incident as soon as is reasonably practical, following any initial meeting which gathers the facts / evidence. Where a matter has the potential to be very serious and concerns the youngest School children, particularly Year 7, it may be that parents are asked to come in to support their son at the first meeting where he is required to write a statement. However, in general, it is expected that pupils, being of senior school age, have the maturity and are sufficiently responsible to take part in interviews without their parent(s) being present, at least in the first instance. *(See Appendix 1)*



<p><i>The teacher who has read your statement will now check with you that you have included the following details. If you have done so, you and/or he can put a number in the left-hand margin, showing where you have mentioned them. If you haven't, you are asked to write further comments here or to write 'I don't know' or 'n/a' (for does not apply):</i></p>		
1	When it happened?	
2	What you were doing prior to the event?	
3	Who else was present?	
4	What other people were doing prior to the event?	
5	Are there any particular words / actions which you remember and, if so, who did/ said what to whom?	
6	How did you and / or others respond?	
7	What happened immediately afterwards?	
8	What has happened between the incident/ issue and our meeting today?	
9	What do you think may have caused this event?	
10	Has anything similar ever happened to you or to another person at school, to the best of	



		yourknowledge?	
	11	Did anybody take any pictures of what happened?	
	12	Have you heard anybody talk about what happened in person or on social media?	

Pupils Agreement

I agree that the above statement is correct

Name		Date	
Signature			

Witness Agreement

I agree that I have witnessed the taking of this statement and that we both agree to what was written and said

Name		Date	
Signature		Role in School	

Other questions which your teacher will write / ask you (perhaps at a later date)

Pupils Agreement

I agree that the above statement is correct

Name		Date	
Signature			

Witness Agreement

I agree that I have witnessed the taking of this statement and that we both agree to what was written and said

Name		Date	
Signature		Role in School	

