



Cause for Concern Procedure

Step 1	<ul style="list-style-type: none">• At the earliest opportunity, the Mentor discusses the concerns with the trainee. This may be triggered by a review point meeting, but may also be as a result of a range of factors such as continued poor observations, stalled progress or breaches of Teach East policy• The Mentor should ensure that he/she listens respectfully to the trainee to gain a full understanding of his/her perceptions.• Subject Lead informed which potentially triggers an additional visit. At the weekly meeting: review and agree targets which are focused explicitly on areas for improvement, with a timescale of two weeks to the review point, and agree actions and success criteria.• There should be a maximum of three targets.• The trainee is informed of the cause for concern in writing and the issues that must be addressed. The concerns, targets and actions for the trainee, Mentor and partnership tutor are recorded.
Step 2	<ul style="list-style-type: none">• Subject Lead reviews targets using the full range of evidence.• If sufficient progress has been made by the trainee, normal training routines continue.• Joint observation and review meeting with the Mentor and Subject Lead.• If insufficient progress has been made, proceed to Step 3.
Step 3	<ul style="list-style-type: none">• Programme leadership informed.• Programme leadership moderates the evidence with the Mentor, this may include an additional observation to confirm whether there is a need for an ongoing cause for concern.• If so, a formal meeting with the Programme leadership, Mentor and trainee takes place to agree the cause for concern and set revised targets.• A period of two to four weeks is set for the trainee to focus on the cause for concern targets. Explicit actions for the trainee, Mentor and Programme leadership are agreed as part of the cause for concern action plan.• Joint observation and review meeting with the Mentor and Programme Leadership.• All observations and meetings should focus on the cause for concern targets. Programme leadership provides a copy of the targets and related training plan which is centrally logged with Teach East.
Step 4	<ul style="list-style-type: none">• Formal review of targets, using the full range of evidence, by the trainee, Mentor and Programme leadership. There are three possible outcomes from the formal review:<ol style="list-style-type: none">1. If sufficient progress has been made, the cause for concern ends and the normal training routines continue;2. If limited progress has been made, the Programme leadership, Mentor and trainee review the issues, revise the targets and the cause for concern is extended;3. If all of the targets have not been met and progress has not been made, the trainee fails the placement. Proceed to Step 5.
Step 5	<ul style="list-style-type: none">• The placement is terminated immediately subject to partnership protocols for the different training routes.• The trainee meets with his/her tutor(s) and the appropriate record re a failed cause for concern is completed.• The trainee is informed of his/her right of appeal (resit).• An exit interview record is completed if the trainee declines the right of appeal (resit).• A formal letter is sent to the trainee with a copy to the Programme leadership.• A de-brief meeting takes place with the relevant school personnel, leading to a report of arising issues and actions
Step 6	<ul style="list-style-type: none">• The final decision is confirmed by the recommending board