Returning to Work After Suspension Policy

PRN-115: **Returning to Work After Suspension Policy**
Company Name: AI Auto-Tech Ltd
Trading/Business Name: CAREHOPES
Company Registration Number: 15556946
SIC Code: 88100 – Social Work Activities Without Accommodation for the Elderly and Disabled
Email: admin@carehopes.com
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1. Introduction

CAREHOPES (TC) is committed to ensuring that all companions, volunteers, and staff return to work safely, professionally, and with full organisational support following a suspension period. Returning to work after suspension requires:

- a wellbeing review
- confirmation of fitness to resume duties
- safeguarding checks
- operational readiness
- documentation of the suspension outcome

This policy ensures a structured, fair, and supportive return-to-work process.

2. Purpose of the Policy

The purpose of this policy is to:

- outline return-to-work procedures
- ensure staff wellbeing after suspension
- maintain safeguarding compliance
- ensure operational readiness
- clarify communication expectations
- support reintegration into duties
- prevent recurrence of issues that led to suspension

3. Scope of the Policy

This policy applies to:

- companions

- volunteers
- permanent staff
- fixed-term staff
- contract staff

4. Principles of Returning to Work After Suspension

4.1. Fairness

Staff returning from suspension must be treated fairly and respectfully.

4.2. Safeguarding

Return-to-work decisions must prioritise client and companion safety.

4.3. Professionalism

Staff must demonstrate readiness to resume duties professionally.

4.4. Support

TC provides wellbeing support and guidance to help staff reintegrate.

4.5. Documentation

All return-to-work procedures must be documented for audit and compliance.

5. Staff Responsibilities During Suspension

Before returning to work, staff must have:

- cooperated fully with investigation
- remained available for communication
- avoided discussing the case publicly
- avoided contacting clients or colleagues about the case
- complied with confidentiality rules
- refrained from disclosing salary or payment rate
- refrained from misrepresentation or boundary breaches

Failure to comply may affect return-to-work eligibility.

6. Notification of Return to Work

6.1. Written Confirmation

Staff will receive written confirmation stating:

- suspension outcome
- whether disciplinary action was taken
- whether conditions apply to return
- date of return
- time of wellbeing review

6.2. Manager Communication

Managers will:

- contact staff directly
- provide instructions
- outline expectations
- confirm next steps

7. Wellbeing Review (Mandatory)

7.1. Purpose

A wellbeing review ensures:

- staff are mentally and emotionally ready to return
- staff understand suspension outcomes
- staff feel supported
- staff can safely resume duties
- safeguarding concerns are addressed

7.2. Timing

The wellbeing review must occur:

- **on the first day of return**
- **before staff resume any duties**

7.3. Who Conducts the Review

The review is conducted by:

- the staff member's supervisor
- or a designated manager

7.4. What the Review Covers

The wellbeing review includes:

- discussion of suspension outcome
- emotional and mental readiness
- safeguarding considerations
- operational expectations
- support needs
- clarification of boundaries
- review of relevant policies
- confirmation of fitness to work

7.5. Documentation

A wellbeing review form must be completed and stored securely.

8. Level Review (If Applicable)

8.1. When Level Review Is Required

A level review is required when:

- suspension involved safeguarding concerns
- suspension involved serious misconduct
- suspension involved repeated misconduct
- suspension involved breach of confidentiality
- suspension involved salary disclosure
- suspension involved misrepresentation
- suspension involved transportation violations

8.2. Level Review Process

The supervisor will:

- inform the staff member
- prepare documentation
- submit findings to the manager
- arrange the level review meeting

8.3. Level Review Outcomes

Outcomes may include:

- return with support plan

- return with monitoring
- return with restrictions
- additional training
- reassignment
- disciplinary action
- termination (if required)

This list is unexhausted and may be further defined by UK authorities.

9. Conditions for Returning to Work

Staff may return to work only if:

- investigation is complete
- suspension outcome is communicated
- wellbeing review is completed
- level review (if required) is completed
- staff demonstrate readiness
- safeguarding concerns are resolved
- operational risks are addressed

10. Restrictions Upon Return (If Applicable)

Depending on the suspension outcome, staff may return with:

- limited duties
- restricted client access
- increased supervision
- mandatory training
- probationary monitoring
- temporary reassignment

Restrictions must be:

- documented
- time-bound
- reviewed regularly

11. Confidentiality Requirements Upon Return

Staff must maintain strict confidentiality regarding:

- suspension details
- investigation findings
- disciplinary outcomes
- client information
- organisational information
- salary or payment rate
- privileged internal data

Breaching confidentiality after suspension may result in **immediate dismissal**.

12. Support After Return

TC may provide:

- wellbeing support
- mentoring
- additional supervision
- refresher training
- policy review sessions
- occupational health referral (if needed)

Support aims to:

- rebuild confidence
- strengthen professionalism
- prevent recurrence
- ensure safe practice

13. Failure to Return to Work

If staff fail to return to work without:

- communication
- reasonable justification
- medical evidence
- authorised leave

TC may:

- initiate disciplinary action
- classify absence as misconduct
- escalate to HR
- terminate employment (if repeated or severe)

14. Resignation During Suspension or Investigation (NEW SECTION)

14.1. Staff May Resign at Any Time

Under UK employment law, staff may resign during:

- suspension
- investigation
- disciplinary proceedings

TC cannot prevent resignation.

14.2. Investigation Will Continue

If a staff member resigns while an investigation is ongoing:

- **the investigation will continue to completion**
- TC will document all findings
- safeguarding concerns will be escalated
- external authorities may be notified (if required)
- TC will retain all evidence for legal and safeguarding purposes

Resignation does **not** stop TC's duty to investigate.

14.3. Impact on Job Reference

If staff resign during an investigation:

- TC will issue a **fact-based reference only**
- TC will **not** provide a character reference
- TC will **not** provide a performance reference
- TC will disclose:
    - dates of employment
    - job title
    - whether the staff member resigned during an investigation
    - whether safeguarding concerns were present

    - whether disciplinary proceedings were underway
- TC will comply with UK legal obligations for safeguarding disclosure

14.4. International Best Practice

Globally recognised HR standards require:

- transparency in references
- safeguarding disclosure where legally required
- factual reporting without opinion
- protection of vulnerable individuals
- documentation of resignation during investigation

TC follows these standards.

14.5. Safeguarding Escalation

If allegations involve:

- vulnerable adults
- financial misconduct
- violence
- harassment
- discrimination
- confidentiality breaches
- salary disclosure
- transportation violations

TC may:

- notify safeguarding boards
- notify regulatory bodies
- notify police (if required)
- restrict future employment within TC
- record the incident permanently

14.6. Re-Employment Eligibility

Staff who resign during an investigation:

- are **not eligible** for re-employment at TC

- may be permanently barred from future roles
- may be flagged in safeguarding records (if applicable)

15. Appeals

Staff may appeal:

- suspension outcomes
- return-to-work restrictions
- level review decisions

Appeals must be:

- submitted in writing
- within 7–14 days
- reviewed by senior management or the Board

16. Safeguarding Priority

TC prioritises:

- client safety
- companion safety
- organisational integrity
- compliance with UK safeguarding laws

Return-to-work decisions may be delayed or denied if safeguarding risks remain.

17. Documentation & Record-Keeping

TC will:

- document all return-to-work procedures
- document resignation during investigation
- store records securely
- restrict access to authorised personnel
- comply with UK GDPR and Data Protection Act 2018

18. Amendments to This Policy

TC may update this policy to reflect:

- legal changes
- safeguarding updates

- operational improvements
- governance decisions

Updates will be communicated through official TC channels.