

## **Imposing a sanction - warnings, conditions or Suspension Orders**

**This factsheet is to help you understand the consequences of a warning, condition or Suspension Order being imposed on your registration, and to help you to decide whether to ask for a hearing.**

We are committed to promoting equality and valuing diversity. We want our processes to be fair, transparent, and objective.

Please contact the person who sent you this factsheet if you need this document in a different format or to discuss how we can help you further.

We want to know if you are affected by illness, disability or any other factor which may fall into the category of protected characteristics and may impact on our decision to impose a sanction on your registration in any way.

Protected characteristics can mean; age, disability, gender reassignment, marriage and civil partner, pregnancy, race, religion, sexual orientation, according to the Equality Act 2010.

We have finished our investigation about your fitness to practise. We have decided your fitness to practise is impaired and a sanction is appropriate.

If you don't do anything, we will impose the sanction.

If you think we are wrong to impose a sanction, you should ask us to hold a Fitness to Practise Panel hearing, where an independent panel will decide whether to impose a sanction.

This factsheet explains both of your options.

### **The draft Notice of Decision**

We will send you a draft of our Notice of Decision. This will say what the allegations are and the reasons why we think your fitness to practise is impaired. It will say what sanction, if any, we want to impose. We will ask you if you want a hearing so a Fitness to Practise Panel can decide whether to impose a sanction.

Imposing a sanction has serious consequences for you and your career. You can ask for a hearing if you want one.

We recommend that you read this factsheet carefully and get independent advice before deciding what to do.

For more information see Factsheet 5 about where to find help and advice

## **What happens if you do not ask for a hearing?**

If you don't ask for a hearing within 28 days of our letter, we will start the process of imposing a sanction on your registration. We will send a copy of the final Notice of Decision to:

- you
- the person who made the allegation, and
- your employer or university.

## **Appeal**

You have 14 days from the date you receive the Notice of Decision to appeal against it to the Sheriff Court, even if you did not ask for a hearing.

The decision will come into effect after the 14-day appeal period or at the end of any unsuccessful appeal. If your appeal is successful, the decision will not come into effect.

## **What happens if you ask for a hearing?**

If you decide you want a hearing, you should tell your caseholder as soon as possible and they will arrange a Fitness to Practise Panel hearing. You can do this by phoning them or sending an email.

The Panel will hear evidence and make an independent decision about your fitness to practise. If they find that it is impaired, they will decide what is an appropriate sanction, if any. The Panel can also impose a Removal Order or decide not to impose a sanction.

## **Effects of a sanction**

### **Warning**

We can impose a warning for up to five years. You will stay on our Register and the warning will always be part of your record of registration with us. Warnings show on our online Register and there will be a link to the Notice of Decision showing why the warning was imposed. This information is also available to current or future employers.

### **Conditions**

Conditions allow you to stay on the Register and put measures in place which protect the public, maintain public trust or are in your interests. They are imposed for a set time and will always form part of your record of registration with us. Conditions show on our online Register and there will be a link to the Notice of Decision showing what the conditions are and why they were imposed. This information is also available to current or future employers.

Conditions are imposed on your registration and you are responsible for making sure they are met. Your employer will decide if they can accommodate the conditions to allow you to continue working in your role.

In some cases, we will ask you to provide evidence to show you have met the condition. If you do not meet a condition, we may investigate you under our fitness to practise process.

## **Suspension Orders**

A Suspension Order stops you from working in a particular role for a period up to two years.

Although you cannot work in that role during the suspension your registration period will continue to run. When the Suspension Order ends, you may return to your role unless a further hearing is fixed.

A Suspension Order will always form part of your record of registration with us. Current Suspension Orders are shown on our online Register and are publicly available.

## **Publicity**

Our [Public Information Policy](#) is on our website and gives more information on how we publicise our decisions.

We publish all Notices of Decision (accepted by the worker or made by a Panel) on our website. Health and other sensitive information may be withheld.

We may also give Disclosure Scotland information in line with the Protection of Vulnerable Groups (Scotland) Act 2010.

## **Media interest**

The media read our website and our decisions are regularly reported in local and national newspapers and online news outlets. Occasionally they appear on television or radio news. We don't ask the media to report on decisions.

## **Social media**

When cases appear in the media members of the public may comment about them on social media. These comments are often made without full knowledge of the facts; may represent what is said in the notice and can be unpleasant.

To help manage the impact of any media attention you might want to think about:

- telling friends and family in advance
- deciding beforehand whether you want to read reports
- changing your social media settings, to restrict who can view your profile

- arranging for someone at work or a friend/family member to support you
- knowing about sources of help (see Factsheet 5).

## **More information**

Find more information about our fitness to practise processes on our website:  
[www.sssc.uk.com](http://www.sssc.uk.com)

You can also contact your caseholder.

You may also find these documents helpful:

- Decisions Guidance about how we make decisions
- Factsheet 5 about where to go for help and advice
- Factsheet 7 about Fitness to Practise Panel Impairment Hearings.

You can find all of these on our website: [www.sssc.uk.com](http://www.sssc.uk.com)

If you would like a printed copy of any document, please contact your caseholder.