Bright Futures
TEACHING SCHOOL HUBS
TRAFFORD & SALFORD MANCHESTER & STOCKPORT

Guidance for when an ECT or ECF Mentor has been Suspended from their Establishment

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Principles

- Bright Futures Early Career Framework (ECF) Team is a training provider[1]. The Appropriate Body Team (AB) quality assures Statutory Induction. Neither are the employer of Early Career Teachers (ECTs) and Mentors covered by this guidance. This document is not intended to guide on employment processes. Heads/Principals should refer to their school/trust policies/HR teams to ensure compliance with these employment practices.

- Bright Futures put safeguarding both pupils and adults at the heart of any decisions made.
    - We would therefore not permit a suspended employee to access any school site for a live event.
    - As our online sessions are live and interactive, including unmonitored breakout rooms, and breakout rooms which may contain other staff from the same establishment, it would not be appropriate to invite suspended ECTs/Mentors to these events.

- An ECTs Statutory Induction period continues whilst an ECT is suspended from their setting. Suspension counts towards the 30-day absence trigger for an ECTs Statutory Induction to be extended. Some issues will be resolved prior to the absence threshold being met, whilst others will take longer to resolve. The Appropriate Body is responsible, in conjunction with schools, ECTs and unions for the determination of the dates of Statutory Induction. If an extension is applied for the ECT for Statutory Induction, they would also have extended access for their ECF Programme.

- Details of any investigation are confidential to the school; the ECF Team and Appropriate Body Team only need to know that the ECT or Mentor is currently suspended, and any return to work or leave dates that would change this status. The teams should not be informed of the reasons for suspension.

- ECT and Mentor training Programmes are independent of each other, and therefore the other party of an ECT/Mentor pair would continue as usual unless we were specifically requested to make further actions.

[1] The term 'early career teacher entitlement (ECTE)' replaces 'ECF-based training and induction' from September 2025. ECTs who commenced with the April 2025 cohort or earlier will continue their ECF Programme. The ECTE includes a training programme for ECTs and Mentors (ECTP and ECTPM) The principals within this guide apply equally to both training programmes. For the ease of readability; ECF training has been used throughout this guide with the intention that it be substituted for ECTP when relevant.

Actioning the suspension for the Early Career Framework

- Schools should notify both the ECF Delivery Partner and in the case of an ECT, the Appropriate Body for Statutory Induction. Schools should inform the ECT/Mentor that a Break in ECF Programme will be actioned and that the member of staff should not attend their upcoming events.

- Upon being notified that an ECT/Mentor has been suspended from their employment The ECF Team will:
    1. Remove the ECT/Mentor from the current attendance register so that the ECT/Mentor are not sent any reminders of future seminars
    2. Cancel any in-person bookings so that they do not receive any further reminders. We will reduce the event capacity by one so that should the ECT/Mentor have returned to work by the event date they can be reinstated and are not disadvantaged by the event becoming full
    3. Submit a Pause in Programme declaration to Teach First for the suspended party.

- ECTs/Mentors will remain deferred until the school informs us of a change in status. Usually this change will take the form of a notification of return to work, or the ceasing of employment.

- If a Mentor is suspended, they should be replaced by the school on the DfE's 'Manage Early Career Teacher Service' to provide access to training for the interim mentor.

Actioning the suspension for Statutory Induction

- The Bright Futures Appropriate Body (AB) will be informed of the suspension either directly by the school or through communication with the ECF team.

- The AB team do not need to know about mentor suspension, only about ECTs, but please do keep the team up to date should there be any staffing changes around the role of the Induction Tutor.

- The AB team will suspend/pause the ECT on the Mosaic platform, we will not hold any details regarding the suspension other than the ECT's Statutory induction has been paused. Please note, all ECT statutory induction records must be retained by the school/setting as outlined in the statutory guidance for a minimum of six years.

When a suspension ends due to:

An ECT/Mentor returning to work

- The school should formally notify the ECF Team and the Appropriate Body Team of the return date so that statutory induction can be resumed.

- The Appropriate Body Team will process the resumption of Statutory induction on Mosaic and calculate and share any revised end dates for Statutory Induction.

- The Early Career Framework Team will assign the ECT/Mentor into the most appropriate Early Career Framework cohort based on the revised Statutory Induction end dates and any specific requests made. This may for example include a re-group to avoid contact with a specific member of staff if appropriate, the same cohort or moving wave to account for an extension period.

- Where the returning ECT will miss the opportunity to engage in a live seminar; due to Statutory Induction ending prior to the ECT having the opportunity to attend, the ECF Team will provide a pre-recording of the session so that the ECT can continue to develop their practice beyond the formal end date of Statutory Induction.

- The ECF Team will provide support on request for any missed sessions and if ECTs would like to attend a live session after they have returned to work, please do get in touch with the office to request this.

An ECT/Mentor leaving their employment

- The school should formally notify the ECF Team and the Appropriate Body Team of the leaving date. This should be the final working day of employment.

- In these cases it is likely that an Interim report form will be due to the Appropriate Body and the Induction Tutor/Headteacher should complete these on Mosaic.
    - *"When an ECT leaves a post after completing one term or more in an institution but before the next formal assessment would take place, the induction tutor or headteacher/principal is expected to complete an interim assessment. This is expected to take place before the ECT leaves their post to ensure that the ECT's progress, performance, the length of induction completed and the number of days absent since the last assessment are captured".* *Induction for early career teachers (England) (publishing.service.gov.uk)*

- The Early Career Framework Team will process a withdrawal as per our usual procedures. Any subsequent employer will need to register the ECT/Mentor in the usual way.

- Please note: if you are part of a Multi-Academy Trust and transfer an ECT between sites, this is, in registration terms, a leave/reregister scenario as the DfE Service and Statutory Induction works on a per institution basis rather than a Trust based model.

- ECT and Mentor Training Programmes are Independent of each other. A request to withdraw an ECT does not withdraw the mentor and vice versa.

Checklist and Considerations

Upon Actioning the Suspension:	
• School to notify the ECF Team and their Appropriate Body of the suspension, but not the reason for the suspension.	
ECF Team to: • Remove the ECT from their Facilitators Register into the Inactive ECTs tab • Cancel any live event attendance (reducing the capacity to allow a rebooking later) • Process a 'Break in Programme' with Teach First to halt access. The break in Programme will be for an initial month long period. This Break in Programme can be further extended, or brought forward as updates are received from the school. • Mark up the ECF Tracker with the Break in Programme, highlighting the ECT/Mentors alternative Point of contact if this is not the Induction Tutor.	
The School/MAT should: • Note who has access to the Mentor and Induction Tutor role on DfE Systems; as it is this person who will be linked to the suspended party on Teach First systems and will see the Break in Programme. • Keep in touch with the Appropriate Body/ECF Team regarding the length of suspension, and notify us of any member of staff who return to work/leave the establishment.	
Should the ECT/Mentor return to work; the school should • Notify the Appropriate Body/ECF Team of the return and any cohorting requirements • Request any additional live session support required The Appropriate Body Team will • Calculate and share the revised dates for Statutory Induction The ECF Team will • Process a resume notification to Teach First and action any extensions in line with the dates that the school has agreed with their Appropriate Body.	
Should the ECT/Mentor leave their establishment; the school should • Notify the Appropriate Body/ECF Team of the final working day in employment • Standard leaver process will then apply including Interim Reporting.	

Contacts at Bright Futures Teaching School Hubs:

	Early Career Framework	Appropriate Body
Programme Manager	Rachel Eppy	Jay Sweeney
Email Address	ecf@bright-futures.co.uk / ectp@bright-futures.co.uk	ab-induction@bright-futures.co.uk
Telephone number	0161 823 7073 (Option 1)	0161 823 7073 (Option 3)