



**TEACHER MISCONDUCT:
DISCIPLINARY PROCEDURES FOR
THE TEACHING PROFESSION
IN NIGERIA**

2026

**TEACHERS REGISTRATION COUNCIL OF NIGERIA
TRCN ACT, CAP T3 of 2004**

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EXECUTIVE SUMMARY

This procedure establishes a standardized national framework for investigating and addressing teacher misconduct in Nigeria. It governs the operations of the Teachers Investigating Panel (TIP) and the Teachers Disciplinary Committee (TDC) as mandated under Sections 9(1) and 9(3) of the TRCN Act, CAP T3 of 2004. The framework is binding on all TIPs across the 36 States and the located in the Federal Capital Territory (FCT) and aims to:

- Protect learners and the public,
- Uphold professional standards,
- Ensure fair, transparent, and timely disciplinary processes.

The procedure applies to: All registered teachers in Nigeria, All public and private educational institutions, All TIP members, TDC members, and TRCN officials.

Teachers Misconduct: Disciplinary Procedures for the Teaching profession in Nigeria 2026

1. INTRODUCTION/BACKGROUND

This framework standardizes disciplinary procedures for teacher misconduct under the TRCN Act, CAP T3 of 2004. It is binding on all **Teachers Investigating Panels** (TIPs), the **Teachers Disciplinary Committee** (TDC), and the TRCN Secretariat nationwide. The authority of the TIP and TDC derives exclusively from the TRCN Act:

Section 9(1): Establishes the Teachers Disciplinary Committee (TDC) located in FCT

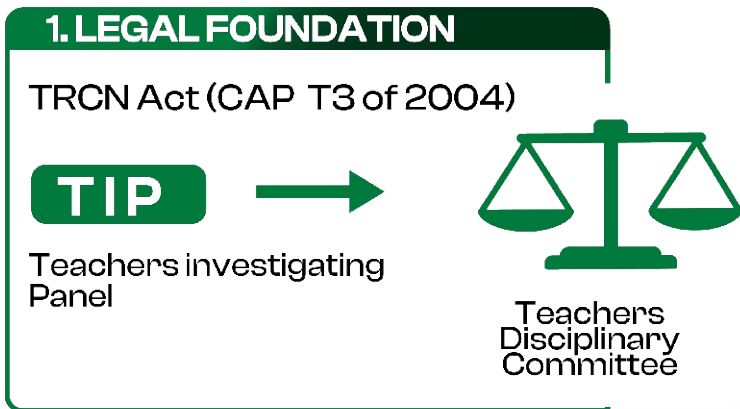
Section 9(3): Establishes a Teachers Investigating Panel (TIP) in each state and the FCT.

The TIP's statutory duty is twofold:

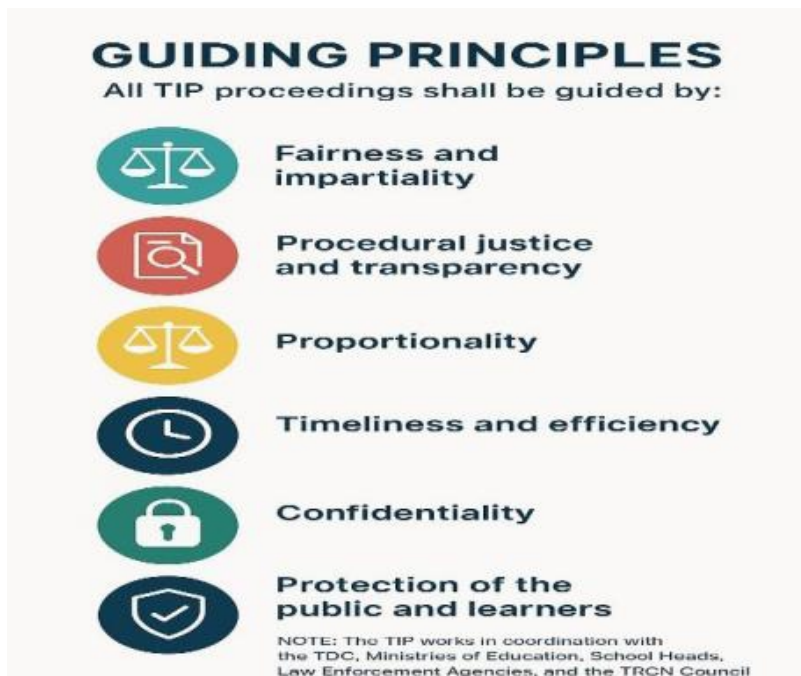
1. To conduct a preliminary investigation into any case where it is alleged that a registered teacher has misbehaved in their capacity as a professional teacher.

2. To decide whether the case, based on evidence gathered, should be referred to the Teachers Disciplinary Committee (TDC) for formal disciplinary proceedings.

Teachers Misconduct Procedures in Nigeria



1.0 STRATEGIC DIALOGUE



1.1 Structure, Composition, and Administration of the TIP

A. Establishment and Jurisdiction of State Panels A Teachers Investigating Panel is established for each of the 36 states of the Federation and the Federal Capital Territory, Abuja, as mandated by Section 9(3) of the TRCN Act. Each Panel has jurisdiction over allegations of misconduct concerning teachers

who are registered with the TRCN and who are employed or were employed within that state or territory.

B. Appointment of Panel Members

1. Panel members are appointed by the TRCN.
2. The appointment is made after consultation with the

relevant State Ministry of Education (or the Federal Ministry of Education for the FCT) as per Section 9(4).

3. The appointment process should be transparent and based on merit, seeking individuals of high moral character and professional standing.

4. The members should be required to undergo ethics, conflict of interest, and professional conduct training.






C. Term of Office and Re-appointment

1) Panel members shall hold office for a term of three (3) years.

2) A member is eligible for re-appointment for one Teachers Misconduct: Disciplinary Procedures for the Teaching profession in Nigeria 2026 further term of three years, making a maximum tenure of six years.

3) A member may resign at any time by submitting a written notice to the TRCN Chairman.

4) As per the Second Schedule, Paragraph 7(1), a person who ceases to be a member is eligible for re-appointment.

COMPOSITION AND ROLES OF PANEL MEMBERS	
As per Section 9(4), each Panel shall consist of five (5) members	
	MANDATORY COMPOSITION One member must be a legal practitioner with a minimum of seven (7) years of post-call experience
	At least one other member should be a serving or retired senior educator (e.g. Principal, Director of Education) to provide professional context
	The remaining members should be individuals of high integrity, which may include representatives from the teacher Union, NAPPS community, reputable CSOs, academia, or other relevant professions
	Chairperson The TRCN Council will appoint one of the five members as the Chairperson. The Chairperson is responsible for leading Panel meetings, ensuring adherence to procedure, and signing official communications
	Secretary The Panel should elect a Secretary from among its members to carry out the duties of a secretary

1.2 Declaration and Management of Conflicts of Interest

a. Mandatory Declaration: Any Panel member who has any personal, professional, financial, or familial connection to the teacher under investigation, the referrer, the school, or the alleged incident must declare this conflict immediately in writing to the Chairperson.

b. Recusal: Upon declaration, the conflicted member must recuse themselves from all discussions, deliberations, and decisions pertaining to that specific case.

c. Replacement: The TRCN Council will appoint a temporary replacement member for the duration of that specific case to ensure the Panel maintains its quorum.

1.3 Consequences for Failure to Declare or Recuse in a Conflict-of-Interest Situation (TRCN)

If a Panel member fails to declare a conflict of interest or deliberately refuses to recuse themselves, and TRCN later discovers the conflict, the following disciplinary actions should apply:

1. Nullification of Their Participation
2. Warning or Reprimand
3. Suspension from the Panel
4. Disciplinary Action by TRCN Governing Council

1.4 Quorum and Validity of Proceedings

1. The quorum for a TIP meeting is three (3) members.
2. A decision made by the TIP is only valid if it is agreed upon by a majority of the members present at a meeting where a quorum is maintained.

1.5 Role of the TRCN Secretariat and Registrar

The TRCN Secretariat, under the direction of the Registrar, provides full administrative, logistical, and secretarial support to the TIP. This includes: Receiving, logging, and managing all referrals, Drafting and sending all official correspondence, Managing case files and evidence, Scheduling Panel meetings, Preparing agendas and minutes and maintaining a secure database of all cases.

The Registrar is the official who, upon a formal recommendation from the TIP, issues an Interim Suspension Order (ISO)

TRAINING AND INDUCTION FOR TIP MEMBERS

All new TIP members must undergo a mandatory induction training programme before participating in any case. This training will cover:

-  The TRCN Act and this procedural framework
-  Principles of natural justice and fair hearing
-  Trauma-informed practices, especially when dealing with cases involving children
-  Procedures for handling evidence and managing ISOs
-  Ethical conduct and management of conflicts of interest
-  Gender-Based Violence (GBV) and Sexual Exploitation & Abuse (SEA) Training
-  Child Protection and Safeguarding Certification
-  Annual refresher training will be provided to all members to ensure consistency and update them on any changes to procedures or relevant case law

2.0 Establishment and scope of the TDC

TDC is established at the FCT as mandated by section 9(1) with the sole responsibility of considering and determining any case referred to it by the TIP.

2.1 Appointment, composition, and quorum of TDC

- 1) Committee members are to be appointed by the Council
- 2) The Committee shall consist of the Chairman of the Council and ten other members
- 3) The quorum of the committee shall be 4, of whom at least 2 shall be registered members.

2.2 Action on Receipt of Referrals: Preliminary and Initial Assessment

1. Sources of Referrals (Mandatory and Discretionary)
2. Initial Acknowledgment and Logging
3. Jurisdictional Check: Is this a TIP Matter?
4. Assessing Seriousness and Risk
5. Decision on Commencing a Formal Investigation
6. Notification to Referrer and Teacher

THE FORMAL INVESTIGATION PROCESS



1. Notification to the Teacher: Rights and Obligations



2. Gathering Evidence: Methods and Sources



3. Teacher's Right to Respond and Provide Evidence



4. Handling Sensitive or Inadmissible Evidence



5. Use of Expert Advisors



6. Interim Suspension Orders (ISOs): Criteris and Procedure



7. Timeframes for Completing the Investigation

8. Record Keeping During Investigation

Notification and Teacher's Rights

Teachers must be:

- Informed of allegations in writing
 - Given **28 days** to respond
 - Allowed legal or union representation
 - Permitted to submit evidence and witnesses.
- Failure to respond does not halt proceedings.

Evidence Gathering

Sources may include:

- Witness statements
 - School and employment records
 - Police or court records
 - Medical or psychological reports
 - Digital evidence (CCTV, emails).
- Sensitive evidence is handled with strict safeguards.

2.3 The Investigation Decision and Referral to TDC

1. Criteria for Referral to the Teachers Disciplinary Committee (TDC)

The TIP will refer a case to the TDC if, after its investigation, it finds that there is a prima facie case that the teacher has engaged in conduct which, if proven before the TDC, would likely be found to constitute “infamous conduct in any professional respect” as per Section 10(1)(a) of the Act. The TIP does not make a final finding of guilt; it only assesses if there is sufficient evidence to warrant a formal hearing.

2. Criteria for Closing the Case (No Case to Answer)

The TIP will close a case if:

- (1.) The evidence is insufficient to establish a prima facie case.
- (2.) The alleged conduct, even if proven, does not meet the legal threshold for “infamous conduct.”
- (3.) The case is found to be frivolous, vexatious, or malicious.

3. The TIP’s Written Decision and Rationale

- (1.) The TIP’s decision must be recorded in a formal, written document.
- (2.) The document must clearly state the decision (refer or close) and provide a detailed, evidence-based rationale for that decision.
- (3.) The rationale must be objective, logical, and free from bias.

4. Notification of Decision to the Teacher

- (1.) The teacher will be notified of the TIP’s decision in writing within five (5) working days of the decision being made.
- (2.) If the case is referred to the TDC, the notification will include:

- (a.) A summary of the allegations being referred.
 - (b.) A statement that the TDC will conduct a formal hearing.
 - (c.) Information on the teacher's rights before the TDC.
- (3) If the case is closed, the notification will clearly state that no further action will be taken by the TIP and explain the reason (e.g., "insufficient evidence").

5. Notification of Decision to the Referrer

- (1) The original referrer will also be notified in writing of the TIP's decision within five (5) working days.
- (2) If an ISO was in place and the case is closed, the referrer will be informed that the ISO will be lifted.

6. Preparation and Content of the Referral Report to the TDC

If the decision is to refer, the TIP, through the Secretariat, will prepare a comprehensive referral report for the TDC.

This report will include:

- (1) A detailed summary of the allegations.
- (2) A full chronology of the TIP's investigation.
- (3) A summary of all evidence gathered (including witness statements, documents, and the teacher's response).
- (4) An analysis of the evidence and the TIP's rationale for concluding that a prima facie case exists.
- (5) A copy of any ISO that was issued and its current status.
- (6) A list of potential witnesses.

7. Transmission of Case File to the TDC

- (1) The complete case file, including the referral report and all original evidence, will be transmitted to the Secretary of the Teachers Disciplinary Committee.
- (2) Teachers Disciplinary Committee.

The transmission will be recorded, and the TIP's role in the case is concluded upon handover.

PROCEDURAL SAFEGUARDS AND ADMINISTRATIVE PROTOCOLS



1. Principles of Natural Justice and Fair Hearing



2. Confidentiality and Data Protection



3. Handling Complaints Against the TIP or its Members



4. Review of a TIP Decision Not to Refer a Case



5. Publication of Outcomes (Anonymized where appropriate)



6. Record Retention and Archiving Policy



7. Monitoring and Evaluation of TIP Performance

CONCLUSION

This framework institutionalizes a fair, lawful, and child-centered disciplinary system for the teaching profession in Nigeria. It balances the rights of teachers with the duty to safeguard learners and reinforces public confidence in education governance. Through clear roles, standardized procedures, and strong safeguards, it promotes accountability while preserving professional dignity.

APPENDICES

Appendix A

Sample Notification Letter to Teacher (Commencement of Investigation)

[TRCN Letterhead]

Date: [Insert Date]

To: [Teacher's Full Name] [Teacher's Home Address] [Teacher's Email Address (if known)]

Subject: Notification of Preliminary Investigation by the Teachers Investigating Panel (TIP) - Case Reference: [Insert Unique Case Number]

Dear [Mr./Mrs./Ms. Teacher's Last Name],

This letter is to formally notify you that the Teachers Investigating Panel (TIP) for [State Name/FCT] has commenced a preliminary investigation into allegations concerning your professional conduct.

This action is taken pursuant to Section 9(3) of the Teachers Registration Council of Nigeria (TRCN) Act, CAP T3 of 2004.

1. Summary of Allegations:

The TIP has received information alleging that on or around [Date(s)], at [School/Institution Name, Location], you engaged in the following conduct:

- [Allegation 1: e.g., "Physically assaulted a student, Student A, by striking them on the head."]
- [Allegation 2: e.g., "Used inappropriate and abusive

language towards Student B in the classroom."]

- [Allegation 3: e.g., "Failed to report a known incident of bullying, as required by school policy."]

(Note: The allegations must be stated clearly and factually, without embellishment.)

2. Your Rights:

You have the right to:

- Respond to these allegations in writing.
- Be legally represented or represented by a union official or colleague of your choice.
- Submit any evidence, documents, or witness statements that you believe are relevant to your defence.

3. Your Obligations:

You are required to provide your written response, along with any supporting evidence, to the TIP within twenty-eight (28) calendar days of the date you receive this letter.

4. Submission of Response:

Please send your response to:

The Secretary,

Teachers Investigating Panel (TIP),

[State Name/FCT] Chapter,

Teachers Registration Council of Nigeria (TRCN),

[Full Address of TRCN State Office]

Email: [State TRCN Email Address]

5. Consequences of Non-Response:

If you fail to respond within the 28-day period, the TIP will proceed to make its decision based on the evidence currently available.

6. Confidentiality:

This matter is confidential. You are advised not to discuss the details of this investigation with colleagues, students, or parents, except with your legal or union representative.

7. Enclosures:

A copy of the "Teacher Misconduct: Teachers Investigating Panel Procedures for the Teaching Profession" framework.

If you have any questions about the process, please contact the TIP Secretariat at [Phone Number] or [Email Address].

Yours sincerely,

[Signature]

[Typed Name]

Chairperson, Teachers Investigating Panel (TIP)

[State Name/FCT]

cc: Head, [School/Institution Name] (for information only)

Appendix B

Sample Notification Letter to Teacher (Consideration of Interim Suspension Order)

[Template letter informing the teacher that an ISO is being considered and inviting representations within 7 days.]

[TRCN Letterhead]

Date: [Insert Date]

To: [Teacher's Full Name]

[Teacher's Home Address]

[Teacher's Email Address (if known)]

Subject: Consideration of an Interim Suspension Order (ISO) - Case Reference: [Insert Unique Case Number]

Dear [Mr./Mrs./Ms. Teacher's Last Name],

Further to our letter dated [Date of Initial Notification Letter], the Teachers Investigating Panel (TIP) for [State Name/FCT] is considering whether to recommend to the TRCN Registrar that an Interim Suspension Order (ISO) be issued against you.

This consideration is based on the seriousness of the allegations, which involve [Briefly state nature, e.g., "an allegation of physical violence against a student"], and the potential risk to the safety and welfare of students and the public.

1. What is an Interim Suspension Order (ISO)?

An ISO is not a disciplinary sanction. It is a precautionary measure that would require your immediate suspension from all teaching duties while the TIP completes its investigation.

Your employer would be legally obligated to enforce this suspension.

2. Your Right to Respond:

You have the right to make written representations to the TIP as to why an ISO should not be imposed. You may submit any evidence or arguments you wish to be considered.

3. Deadline for Response:

You must submit your written representations within seven (7) calendar days of receiving this letter. The date of receipt is deemed to be the fourth day after posting, the second day after email, or the day of hand-delivery.

4. Submission of Representations:

Please send your representations to: The Secretary, Teachers Investigating Panel (TIP), [State Name/FCT] Chapter, Teachers Registration Council of Nigeria (TRCN), [Full Address of TRCN State Office] **Email:** [State TRCN Email Address]

5. Consequences of Non-Response: If you do not submit any representations within the 7-day period, the TIP will make its recommendation to the Registrar based on the evidence currently available.

6. Decision Timeline: The TIP will review all evidence, including your representations (if received), and make a recommendation to the Registrar within five (5) working days of the deadline. You will be notified of the Registrar's decision in writing.

Yours sincerely,

[Signature]

[Typed Name]

Chairperson, Teachers Investigating Panel (TIP)

[State Name/FCT]

Appendix C

Sample Decision Letter (Case Referred to TDC)

[TRCN Letterhead]

Date: [Insert Date]

To: [Teacher's Full Name]

[Teacher's Home Address]

[Teacher's Email Address (if known)]

Subject: Decision of the Teachers Investigating Panel (TIP) -

Case Reference: [Insert Unique Case Number]

Dear [Mr./Mrs./Ms. Teacher's Last Name],

The Teachers Investigating Panel (TIP) for [State Name/FCT] has completed its preliminary investigation into the allegations against you.

1. Decision:

After careful consideration of all evidence, including your response dated [Date of Teacher's Response], the TIP has decided that there is a prima facie case that your conduct, if proven, may constitute "infamous conduct in any professional respect" as defined under Section 10(1)(a) of the TRCN Act.

Accordingly, your case is hereby REFERRED to the Teachers Disciplinary Committee (TDC) for a formal hearing.

2. Summary of Allegations Being Referred:

The TDC will consider the following allegations:

- [Allegation 1]
- [Allegation 2]
- [Allegation 3]

3. Next Steps:

- The TDC Secretariat will contact you directly to inform you of the date, time, and venue of your hearing.
- You have the right to be legally represented at the TDC hearing.
- You have the right to present evidence and call witnesses in your defence.
- You have the right to appeal any final decision of the TDC to the Court of Appeal within 28 days, as per Section 10(5) of the TRCN Act.

4. Interim Suspension Order (If Applicable):

[If an ISO is in place: "The Interim Suspension Order issued on [Date] remains in effect until the conclusion of the TDC proceedings."] [If no ISO: "No Interim Suspension Order is currently in place."]

5. Enclosure:

A copy of the TIP's referral report summary (excluding sensitive evidence).

You are advised to prepare for the TDC hearing. If you have any questions about the TDC process, you should contact the TDC Secretariat at [TDC Contact Information].

Yours sincerely,

[Signature]

[Typed Name]

Chairperson, Teachers Investigating Panel (TIP)

[State Name/FCT]

cc: Secretary, Teachers Disciplinary Committee (TDC)

Head, [School/Institution Name]

Appendix D

Sample Decision Letter (Case Closed - No Case to Answer) [TRCN Letterhead]

Date: [Insert Date]

To: [Teacher's Full Name]

[Teacher's Home Address]

[Teacher's Email Address (if known)]

**Subject: Decision of the Teachers Investigating Panel (TIP) -
Case Reference: [Insert Unique Case Number]**

Dear [Mr./Mrs./Ms. Teacher's Last Name],

The Teachers Investigating Panel (TIP) for [State Name/FCT] has completed its preliminary investigation into the allegations against you.

1. Decision:

After careful consideration of all evidence, including your response dated [Date of Teacher's Response], the TIP has concluded that there is insufficient evidence to establish a prima facie case that your conduct warrants referral to the Teachers Disciplinary Committee (TDC).

Accordingly, this case is hereby **CLOSED**. No further action will be taken by the TIP.

2. Rationale:

[Choose ONE and tailor as needed]

- Option A (Insufficient Evidence): "The evidence available does not meet the threshold required to substantiate the allegations to the level necessary for referral to the TDC."

- Option B (Not Serious Enough): "While some concerns were noted, the alleged conduct, even if proven, does not rise to the level of 'infamous conduct in any professional respect' as defined by the TRCN Act."
- Option C (Frivolous/Vexatious): "The allegations have been found to be without merit and appear to be frivolous/vexatious."

3. Interim Suspension Order (If Applicable):

[If an ISO was in place: "The Interim Suspension Order issued on [Date] is hereby LIFTED with immediate effect. Your employer will be notified separately."] [If no ISO: "No Interim Suspension Order was issued in this case."]

This decision concludes the TIP's involvement in this matter.

Yours sincerely,

[Signature]

[Typed Name]

Chairperson, Teachers Investigating Panel (TIP)

[State Name/FCT]

cc: [Name of Original Referrer, e.g., Head of School]

Head, [School/Institution Name] (if different from referrer)

Appendix E

Template for TIP Referral Report to TDC

TEACHERS INVESTIGATING PANEL (TIP) REFERRAL REPORT TO THE TEACHERS DISCIPLINARY COMMITTEE (TDC)

Case Reference Number: [Insert Unique Case Number]

Date of Report: [Insert Date]

I. Teacher's Details:

- Full Name: [Teacher's Full Name]
- TRCN Registration Number: [Insert Number]
- Last Known Employer: [School/Institution Name and Address]
- Position: [e.g., Senior Secondary School Teacher, Head of Department]

II. Summary of Allegations:

(Provide a clear, concise, and factual summary of each allegation being referred.)

1. Allegation 1: [e.g., On [Date], at [Location], the teacher physically assaulted Student A by [Specific Action].]

2. Allegation 2: [e.g., Between [Date] and [Date], the teacher engaged in [Specific Conduct] towards Student B, which constitutes [Type of Misconduct].]

3. Allegation 3: [e.g., On [Date], the teacher failed to perform their professional duty by not reporting [Incident] as required by [Policy/Regulation].]

III. Chronology of TIP Investigation:

- Date Referral Received: [Date]
- Date Teacher Notified: [Date] (Copy of letter attached as Annex A)

- Date Teacher's Response Received: [Date] (Copy attached as Annex B)
- Key Evidence Gathered: [e.g., Witness Statement from [Name] dated [Date] (Annex C), School Policy Document (Annex D), CCTV Log (Annex E)]
- Date of TIP Meeting(s): [List Dates]
- Date of TIP Decision: [Date]

IV. Summary of Evidence:

(Provide a neutral summary of the key evidence supporting the allegations and the teacher's response.)

- **Evidence Supporting Allegations:** [e.g., "Witness X stated that they observed the teacher strike the student. The school's disciplinary log confirms Student A was sent to the nurse on the same day."]
- **Teacher's Response:** [e.g., "The teacher denies the allegation, stating they were attempting to break up a fight and accidentally made contact. They provided a statement from Colleague Y who supports their version."]
- **Other Relevant Evidence:** [e.g., "The school's child protection policy, which the teacher signed, clearly prohibits physical punishment."]

V. TIP's Rationale for Referral:

The TIP is satisfied that there is a prima facie case for the following reasons:

The evidence, if accepted by the TDC, is sufficient to suggest that the teacher's conduct, as alleged, could constitute "infamous conduct in any professional respect" under Section 10(1)(a) of the TRCN Act.

The seriousness of the alleged conduct warrants a formal

hearing by the TDC to determine the facts and, if proven, the appropriate sanction.

The public interest, particularly the safety and welfare of students, requires that this matter be fully adjudicated.

VI. Recommendation:

The TIP recommends that the Teachers Disciplinary Committee (TDC) convene a formal hearing to determine the facts of this case and, if the allegations are proven, to determine the appropriate disciplinary action.

VII. Current Status of Interim Suspension Order (ISO):

- No ISO was issued.
- An ISO was issued on [Date]. It remains in effect.
- An ISO was considered but not issued.

VIII. List of Witnesses (if known):

- [Full Name, Position, Contact Information, Relevance to Case]
- [Full Name, Position, Contact Information, Relevance to Case]

IX. List of Annexes:

- Annex A: Copy of Initial Notification Letter to Teacher
- Annex B: Copy of Teacher's Written Response
- Annex C: Witness Statement from [Name]
- Annex D: Extract from School Policy
- Annex E: [Other Evidence, e.g., Correspondence, Record]

Prepared by:

[Name of TIP Secretary]

Secretary, Teachers Investigating Panel (TIP)

[State Name/FCT]

Approved by:

[Signature]

[Typed Name]

Chairperson, Teachers Investigating Panel (TIP)

[State Name/FCT]

Appendix F

Checklist for TIP Members

TEACHERS INVESTIGATING PANEL (TIP) MEMBER CHECKLIST

For use at every stage of the investigation process.

1. On Receipt of Referral:

- Confirm the subject is a registered teacher with TRCN.
- Confirm the alleged conduct falls within the TIP's jurisdiction (misbehavior in professional capacity).
- Assess the seriousness and risk to determine if a formal investigation is warranted.
- Log the case and assign a unique reference number.

2. Before Notifying the Teacher:

- Ensure the notification letter (Appendix A) clearly states the allegations.
- Confirm the letter informs the teacher of their rights (to respond, to be represented).
- Set the 28-day deadline for response.
- Send the letter via registered post and email (if available).

3. When Considering an Interim Suspension Order (ISO):

- Is the alleged misconduct extremely serious (e.g., violence, sexual abuse, fraud)?
- Is there a clear and immediate risk to students or the public?
- Has the teacher been notified (Appendix B) and given 7 days to respond?
- Have the teacher's representations been received and reviewed?
- Is the recommendation to the Registrar proportionate and in the public interest?

4. During Evidence Gathering:

- Has all relevant evidence been collected (from referrer,

witnesses, employer, teacher)? Has the teacher been given a fair opportunity to respond to all evidence?

- For sensitive evidence (e.g., pornography), has a description and inspection procedure been provided to the teacher?
- Are expert opinions needed? If so, have they been sought and shared with the teacher?

5. Before Making a Final Decision:

- Has the Panel reviewed all evidence, including the teacher's response?
- Is there a prima facie case that the conduct, if proven, constitutes "infamous conduct"?
- Is the decision based on evidence and free from bias?
- Does the decision align with the guiding principles (fairness, proportionality, public interest)?

6. When Preparing the Decision:

- Is the decision letter (Appendix C or D) clear, explicit, and unambiguous?
- Does it include a detailed rationale?
- Is the teacher informed of their next steps (TDC hearing or case closure)?
- Is the ISO status clearly stated and communicated to the employer if applicable?
- Is the referral report (Appendix E) complete and accurate for the TDC?

7. General Compliance:

- Have all **time frames** been adhered to (e.g., 90 days for investigation)?
- Has **confidentiality** been maintained?
- Has any **conflict of interest** been declared and managed?
- Is the **quorum** (3 members) present for all decisions?

Appendix G

Flowchart for the TIP Process

