



# Managing Allegations Guidance

## Version 1.0

<p><b>Important:</b> This document can only be considered valid when viewed on the Trust website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p> <p><b>Name and Title of Author:</b></p>	
<p><b>Name of Responsible Committee/Individual:</b></p>	Lisa Pipes, Director of HR and Governance
<p><b>Implementation Date:</b></p>	Trust Board
<p><b>Review Date:</b></p>	October 2020
<p><b>Target Audience:</b></p>	October 2022
<p><b>References:</b></p>	All employees, officers, visitors, volunteers and workers.
	<p>Child Protection Policy          Expectations and Code of Conduct          Disciplinary Policy          Disclosure and Barring Service Policy          Whistleblowing Policy          DfE Statutory Guidance 'Keeping Children Safe in Education' (KCSiE) (Sept</p>

	<p>2020) Part 4 -Allegations of Abuse against Teachers and other staff'</p> <p>ERSCP procedures &amp; Guidance- allegations of abuse made against adults who work or volunteer with children</p> <p>Guidance for Safer Working Practice for those working with children &amp; young people in education settings (May 2019)</p> <p>School Safe Working guidance / Code of Conduct (Sept 2020)</p> <p>Use of reasonable force advice for headteachers, staff and governing bodies</p> <p>DfE July 2013</p>
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## Contents

	Page
Policy Statement	4
1. Scope	4
2. Roles and Responsibilities	4
3. Equality and Diversity	4
4. Principles	4
5. Initial Steps On Receipt of a Possible Allegation	5
6. Contacts	6
7. Monitoring Compliance With and Effectiveness of this Guidance	7
8. Review	7

## POLICY STATEMENT

We are here to make great schools and happier, stronger communities so that people have better lives. We do this by:

- Always doing what is right
- Trusting in each other and standing shoulder to shoulder
- Doing what we know makes the difference

Doing what is right means always acting with integrity, in the interests of others and being honest, open and transparent.

The guiding principle for dealing with allegations against staff and volunteers is that; 'It is essential that any allegation of abuse made against a teacher or other member of staff or volunteer in a school or college is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.' (KCSiE part 4)

### 1. SCOPE

This guidance applies to all staff employed by the trust, workers, visitors, volunteers and officers.

### 2. ROLES AND RESPONSIBILITIES

The **Trust Board** is responsible for approving this guidance.

**Headteachers and Local Governing Bodies** are responsible for ensuring that staff, workers, visitors, volunteers and officers adhere to this guidance in their schools.

The **Human Resources Department** is responsible for ensuring that employees have access to this guidance.

**Managers** and staff with supervisory or leadership responsibilities must ensure they implement this guidance effectively, seeking guidance, clarification and support as and when required.

**Employees** are encouraged to read this guidance, adhere to the processes detailed and seek clarity from either their manager or the senior leadership team if they have any queries.

### 3. EQUALITY AND DIVERSITY

The Education Alliance is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines
- Delivering high quality teaching and services that meet the diverse needs of its student population and its workforce, ensuring that no individual or group is disadvantaged

### 4. PRINCIPLES

The following allegation procedures will be followed if there is a concern that a member of school staff, other visiting support staff, officers, workers or a volunteer has;

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against, or related to a child

- Behaved towards a child or children in a way that indicates that s/he would pose a risk of harm to children.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

(These include any concerns about behaviour towards their own children or other children outside the workplace.)

## 5. INITIAL STEPS ON RECEIPT OF A POSSIBLE ALLEGATION

- A. If there is a possibility that any of the criteria above applies to the allegation received the Headteacher, or a senior member of staff designated to deal with the allegation will follow the procedure set out in (KCSiE) and contact the (LADO) without delay.
- B. All involved should be aware that allegations relating to the behaviour or affairs of a member of staff, worker, officer, visitor or volunteer out of school should follow the same procedure if they might match the criteria above.
- C. The LADO should be informed of all allegations that come to a school's attention and might meet the criteria so that other agencies can be contacted if appropriate.
- D. If the Headteacher is unsure if the criteria apply, they should seek advice immediately from the LADO to discuss the matter and agree an initial course of action.
- E. Many cases may either not meet the criteria set out above, or may do so without warranting consideration of other agencies. If so, the LADO will advise accordingly and a record of advice and decisions will be agreed.
- F. If the allegation concerns the Headteacher, the person making the allegation should do so to the CEO/Executive Principal. If this is difficult for any reason, the LADO should be contacted.
- G. If an allegation is made against the Headteacher to the Headteacher, s/he should contact the CEO/Executive Principal immediately to ensure clear independence in dealing with the matter.
- H. Before contacting the LADO, the Headteacher (or other appropriate person as in E & F above) should obtain:
  - the name, date of birth, and contact details of the child, the parents / carers and the person who is the subject of the allegation
  - details of any special or additional needs the child may have
  - details of the allegation made and by whom
  - details of any potential witnesses
  - any relevant incident reports already available
- I. All involved in the matter must be made aware that strict rules of confidentiality must apply. In the case of allegations against teachers the publication on, for example, social networking sites by a parent of information that may identify a teacher as being subject to an allegation, would be a possible breach of the law.
- J. Apart from this initial gathering of information, an investigation should not be carried out until the LADO has been contacted, which should be done without delay.

- K. The purpose of an initial discussion is for the LADO, and the Headteacher or other senior leader, to consider the nature, content and context of the allegation and agree a course of action under the terms of the Statutory Guidance (1). The LADO may ask the referrer to provide or obtain additional information, which may be relevant, such as previous history, whether the child or their family have made similar allegations and the individual's current contact with children.
- L. The LADO may, depending on the initial details shared, require the referrer to complete and return immediately an 'allegation referral form'. This form is available at [www.erscp.org.uk](http://www.erscp.org.uk) or from the LADO.
- M. The LADO may need to consult other agencies immediately such as Children's Social Care, the Police and HR before an initial, strategy is agreed. Consideration will need to be given to issues such as:
- the course of action if allegation does not reach allegation threshold
  - convening a strategy meeting and interim measures
  - possible precautionary suspension or change of duties pending investigation
  - informing parents/ carers
  - informing the member of staff
  - interviewing witnesses
  - possible immediate Social Care and / or police investigation
  - support for the child and member of staff pending appropriate actions
- N. If an allegation is initially received by Police, Social Care, ERSCP, or other agencies they will contact the LADO who will contact the Headteacher (or other senior leader, as appropriate) as soon as possible to consider the issues above and agree an initial strategy.
- O. Following these initial steps the LADO will oversee the progress of the appropriate level of investigation and liaise with the school and agencies involved as detailed in 'Keeping Children Safe in Education part 4-Allegations of Abuse against Teachers and other staff' Sept 2020.

## 6. CONTACTS

Lorraine Wilson  
Local Authority Designated Officer      01482-396999 [LADO@eastriding.gov.uk](mailto:LADO@eastriding.gov.uk)

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## **7. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THE GUIDANCE**

Effectiveness and compliance of this guidance will be monitored on an annual basis by school senior leaders, including Designated Safeguarding Leads.

## **8. REVIEW**

This guidance will be reviewed within 2 years of the date of implementation with trade unions via the JCC.