

## MANAGING ALLEGATIONS AGAINST STAFF

Version No: 1.0

Date to be reviewed: July 2021

Policy status: Approved

Last updated: July 2020

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### 1. Introduction

- 1.1. This Statement of Procedures follows the DfE Statutory Guidance [Keeping Children Safe in Education Part four: Allegations of abuse made against teachers and other staff](#) which is available from Human Resources (HR).

It is about managing cases of allegations that might indicate that a person is unsuitable to continue to work with children in their present position, or in any capacity. It will be used in respect of all cases where it is alleged that an employee or volunteer, or a person with permission to be on the premises or carrying out any activity on behalf of Turner Schools 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 he or she would pose a risk of harm to children.

This will include allegations involving any type of abuse or neglect, including inappropriate relationships with pupils/students, grooming behaviour of any kind, possession of indecent photographs or images of children and other offences under the Sexual Offences Act 2003, regardless of whether the school/academy is where the alleged abuse took place.

- 1.2. Any allegation of abuse will be dealt with as quickly as possible, in a fair, consistent and thorough way that provides effective protection for the child or children and at the same time deals fairly with the person who is the subject of the allegation.
- 1.3. Whilst Turner Schools is not the direct employer of supply staff, it must ensure that allegations against supply staff are dealt with properly. In no circumstances should a school/academy cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the LADO. Concerns regarding supply staff should be referred to the Designated Safeguarding Lead (DSL).

### 2. Communicating the Procedures

- 2.1. All members of the Senior Management Team and the Designated Safeguarding Lead (DSL) with responsibility for child protection have a responsibility to ensure that all staff know about and understand paragraph 3 below.

- 2.2. In accordance with the DfE Statutory Guidance, all staff should also read at least Part One of Keeping Children Safe in Education, which contains [Safeguarding information for all staff](#).
- 2.3. All members of the Senior Management Team and the DSL have a responsibility to be familiar with the Statutory Guidance in its entirety.
- 2.4. External supply agencies should be made aware of the Trust's procedure for managing allegations against staff.

### **3. Immediately Reporting an Allegation**

- 3.1. Everyone who comes into contact with children and their families has a role to play in safeguarding children. If you have a concern that a person (as described in paragraph 1.1 above) may have behaved inappropriately or you have received information that may constitute an allegation you must:
  - Report the facts to the Case Manager only (the Head of School/Principal) as soon as possible. All concerns will be listened to and managed appropriately; do not withhold information however trivial it may seem.
  - In the absence of the Case Manager you must report the matter to the most senior person available who will carry out the Case Manager's duties in his/her absence. If the allegation concerns the Case Manager then the matter must be reported to the Chief Executive Officer (CEO) for the Trust.
  - Make a signed and dated written record of your concerns, observations or the information you have received and give it to the Case Manager straight away.
  - Maintain strict confidentiality. It is essential that confidentiality be maintained to protect all parties and ensure that a full and thorough investigation can be carried out.
- 3.2. You must not:
  - Attempt to deal with the situation yourself.
  - Make assumptions, offer alternative explanations or diminish or embellish the seriousness of the behaviour or alleged incidents.
  - Keep the information to yourself or promise confidentiality.
  - Take any action that might undermine any investigation or disciplinary procedure, such as disclosing confidential information, interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or parents/carers.

### **4. Duties and Responsibilities of the Case Manager**

- 4.1. The duties and responsibilities of the Case Manager are as described in Keeping Children Safe in Education Part four: Allegations of abuse against teachers and other staff. The most recent publication of Keeping Children Safe in Education Guidance should be referred to by the Case Manager, a copy of which is available from the HR.
- 4.2. The contact details for the DSL are shared with all staff and visitors; if you are unsure who is the DSL, please ask HR or the Head of School/Principal for clarification.

### **5. Record Keeping**

- 5.1. Allegations that have been found to be malicious will be removed from the employee's file.

5.2. For all other allegations, the Trust has an obligation to retain a clear and comprehensive summary of the allegation, any decisions reached and any action taken. A copy of the information retained will be provided to the person concerned.