Kirkby la Thorpe
Church of England Primary Academy
and Pre-School

Building a Hopeful Future through Kindness, Learning and Trust

Policy Title	Safeguarding: Policy and Procedure for Allegations and concerns raised in relation to staff, supply staff, contractors and volunteers of Abuse Against Staff Policy
Governance Function Area	Health and Safety
Date reviewed/amended	December 2024

Date for next review and frequency	December 2026 Biennially

Allegations of Abuse Against Staff Policy

Contents:

Statement of intent

1. Legal framework
2. Scope of this policy
3. Staff covered by this policy
4. Timescale
5. Roles and responsibilities
6. Procedure
7. Initial response
8. Confidentiality
9. Suspension
10. Supporting those involved
11. Outcomes
12. Referral to the DBS
13. Criminal investigations
14. Unsubstantiated, unfounded, false or malicious allegations
15. Returning to work
16. Resignations
17. Record keeping
18. References
19. Non-recent allegations
20. Monitoring and review

Vision

Building a Hopeful Future through Kindness, Learning and Trust

At Kirkby la Thorpe, we strive to ensure that each person is empowered to flourish and contribute positively to society. We seek to equip our pupils with the knowledge, skills and qualities necessary to navigate the complexities of our world, rooting this in Christian love.

We are inspired by the life of St Thomas in all that we do so that we can:

Be Positive and Active Citizens: We strive for our pupils to communicate clearly, embracing tolerance and respect for the diverse beliefs and aspirations of others.

Be Curious and Independent Members of Society: We encourage curiosity and a thirst for knowledge, instilling a longing for justice and an empathy for those in need.

Have Confidence and Perseverance: Through trusting each other, we empower everyone to embrace challenges with confidence and perseverance, striving to achieve their full potential in all aspects of life so that they can be the best that they can be.

Have the Courage to Respectfully Challenge: We foster an environment where respectful dialogue and critical thinking are encouraged, empowering pupils to voice their opinions with courage and integrity so they can build a better future.

Know their heritage: We cultivate an appreciation for both local and national heritage, helping pupils understand their roots and identity within the broader context of history so that they have a sense of where they are from.

Values

We are on this journey together and our Christian values of **Kindness**, **Learning** and **Trust** support us as we travel.

St Thomas was one of Jesus' disciples. He encouraged others to follow Jesus on his journey (John 11.16), showing **confidence** and **trust**. He also has the **courage** to challenge his friends when they tell him that Jesus has resurrected from the dead; he does not take their words on face value, but asks questions with **curiosity** (John 20.24-29). Thomas was an important member of the early church, taking Jesus' good news for a **hopeful future** to people around the world. According to traditional accounts he travelled to India, **building** Christian communities across the region. This is a journey that would have required great **perseverance**. This matters to us because we consider the ancient global **heritage** of the Christian faith to be an important part of our own identity as a church school. St Thomas inspires us to **learn** from past and current events to build a more hopeful future.

Vison and values Alignment

The allegation of abuse against staff policy at Kirkby La Thorpe CE Primary Academy directly aligns with the school's vision and values by upholding the principles of trust, kindness, and the pursuit of a hopeful future. The policy emphasises a fair and thorough investigation process that protects both pupils and staff, ensuring that justice and empathy—core aspects of the school's Christian ethos—are at the forefront. By fostering an environment where concerns can be raised with courage and respect, the policy supports the development of positive, active citizens who trust in and contribute to a safe and nurturing community. This reflects St. Thomas' values of questioning with curiosity, building trust, and persevering in the pursuit of truth, ensuring that all members of the school community can flourish and contribute positively to society.

Statement of intent

Kirkby la Thorpe CE Primary Academy takes its responsibility of care for pupils seriously. We will thoroughly and swiftly investigate allegations of abuse against staff – this will be done by applying common sense and judgement, in a fair way that does not prejudice either the pupil or the member of staff, and with effective protection for the pupil and support for the person subject to the allegation. This policy will apply to concerns or allegations against those working in or on behalf of the school in a paid or unpaid capacity, including supply teachers, volunteers and contractors. Any investigation of an allegation of abuse will be made in line with this policy and we will provide both the accuser and accused with the support they require during the investigation.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Children Act 1989
- Education Act 2002

- Children Act 2004
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- DfE (2024) 'Keeping children safe in education 2024'
- DfE (2023) 'Working Together to Safeguard Children'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Reporting Low-level Concerns Policy
- Disciplinary Policy and Procedure
- Staff Code of Conduct
- Data Protection Policy
- Behaviour and Discipline Policy
- Safer Recruitment Policy
- Staff ICT and Electronics Devices Policy
- Whistleblowing Policy

2. Scope of this policy

NB. 'Child' refers to anyone under the age of 18.

The procedure for dealing with allegations against staff, supply staff, contractors including an individual or organisation who use KLT premises for the purposes of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities) and volunteers depends on the situation and circumstances surrounding the allegation. This policy must be followed when dealing with allegations but may be adapted to each case. This policy will be used alongside the complaints policy and child protection and safeguarding policy.

This policy covers the process for dealing with allegations that meet the harms threshold, which are allegations where it is alleged that anyone working in the school, including supply teachers, volunteers and contractors, 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 they may 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, including in relation to behaviour that may have happened outside of school that might make the individual unsuitable to work with children.

  The fourth bullet point above includes behaviour that may have happened outside of the Trust Academies that might make an individual unsuitable to work with children. This is known as transferable risk.

  Our school's Low-level Concerns Policy outlines the procedures for dealing with allegations that do not meet the harms threshold.

Low-level concerns will not be viewed as insignificant, but as any concerns that do not meet the harms threshold set out above. A low-level concern is any concern that an adult working in or on behalf of the school may have acted in a way that:

- Is inconsistent with the Staff Code of Conduct, including inappropriate conduct outside of work.
- Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LA designated officer (LADO).

  If the school has any doubt as to whether information which has been shared about a member of staff as a low-level concern meets the harm threshold, the LADO's advice will be consulted

  For the purpose of this policy "allegation" refers to allegations that meet the harms threshold.

3. Staff covered by this policy

This policy covers allegations against those working in or on behalf of the school in a paid or unpaid capacity, including members of staff, supply teachers, volunteers and contractors. In some cases, our school will have to deal with an allegation against an individual not directly employed by KLT, e.g. supply staff provided by an employment agency, where the school's disciplinary procedures do not fully apply because agencies will have their own procedures. In these cases, our school will ensure allegations are dealt with properly and will often take the lead on dealing with the allegation as it has access to all of the necessary information. Under no circumstances will the school decide to cease to use a supply teacher due to safeguarding concerns without finding out the facts and liaising with LADO to determine a suitable outcome.

Any supply agencies used by the school will be informed of the school's process for managing allegations. Our school will also take account of the agency's policies and their duty to refer to the DBS as personnel suppliers.

If an allegation is made against a governor, our school will follow their local procedure. Where an allegation is substantiated, our school will follow the procedures to consider removing the governor from office.

For the purposes of this policy "member of staff" refers to staff, supply staff, volunteers and contractors.

4. Timescale

It is imperative that allegations against staff are dealt with as quickly as possible to:

- minimise the risk to the child
- minimise the impact on the child's academic progress
- minimise stress to the employee concerned
- ensure a fair and thorough investigation for all parties.

To enable this to happen, all staff, parents, and students should be aware of the procedures set out in this policy. Staff who are concerned about the conduct of a colleague towards a pupil are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of the child is paramount and must report their concerns immediately

5. Role and responsibilities

All adults-

Every adult working within the Academy has a statutory responsibility to report all allegations of child abuse and to alert the Headteacher if they suspect that child abuse may have occurred. Failure to report a child protection concern could result in disciplinary action.

The governing board will be responsible for:

- Ensuring that the school complies with its duties under the above child protection and safeguarding legislation
- Guaranteeing that all policies, procedures and training opportunities in the school are implemented effectively.
- Ensuring this policy is implemented consistently in the school.
- Ensuring welfare support is put in place for staff subject to allegations.
- Making the final decision of whether a member of staff subject to an allegation should be suspended.

The chair of governors will be responsible for acting as the case manager for allegations relating to the headteacher.

The **headteacher** will be responsible for acting as the case manager for allegations, unless the allegation relates to them or there would be a conflict of interest if they were the case manager.

The case manager (as defined above) will be responsible for:

- Contacting the designated officer to share the information about the allegation and to discuss the next steps
- Informing all parties, if no further action
- Engage in strategy communication to discuss options for the person against whom the allegations are made with/ DDSL/DSL/ HR
- record decisions (including the rationale behind them) using appropriate forma attached (appendices 3-7)
- Attending multi-agency strategy meetings if and when called
- Seek advice from LADO/CSC/HR as to correct process and appropriate recording
- Begin basic initial enquiries

The discussions that the Case manager has with Designated Officer will help the case manager to know the best options to deal with the allegations. If the matter is to be dealt with internally through Academy policies, the Headteacher will, with the necessary support from HR, make very clear plans for managing the allegations, the impact on others and the preventative steps needed to avoid such a situation occurring again.

When an allegation is made the case manager (as defined above) will consider two aspects:
• looking after the welfare of the child; and
• investigating and supporting the person subject to the allegation.

In each case, the case manager will:
• apply common sense and judgement;
• deal with allegations quickly, fairly, and consistently; and
• provide effective protection for the child and support the person subject to the allegation

Before contacting the Designated Officer, the case manager will conduct basic enquiries to establish the facts to help determine whether there is any foundation to the allegation. The case manager will contact the Designated Officer at the local authority (LADO) and a discussion will take place to decide whether:

• more information is required; or
• no further actions are needed; or
• An Academy strategy discussion should take place; or
• there should be immediate involvement of the police or social care.

The case manager will share available information with the Designated Officer about the allegation, the child, and the person against whom the allegation has been made and consider whether a police investigation or an Academy strategy discussion is needed.
Representatives from other agencies may be invited to the discussion and could include representatives from health, social care, and police.

In the first instance the Designated Officer can be contacted on 01522 554674 or a referral made via LADO referral | Completing the form – Lincolnshire County Council

The LADO will provide advice and guidance to the school when considering allegations. Their role is not to investigate the allegation, but to ensure that an appropriate investigation is carried out.

6. Procedure

Staff must report allegations immediately, in line with the following reporting lines:

- Allegations regarding another member of staff/volunteers/contractors/supply etc will be reported to the headteacher
- Allegations regarding the headteacher will be reported to the chair of governors

Where there is a conflict of interest in reporting the allegation to the headteacher/ chair of governors, staff will report the concern directly to the LADO on 01522 554674 or a referral made via LADO referral | Completing the form – Lincolnshire County Council

Where a pupil makes a disclosure to a member of staff about the behaviour of another member of staff, staff must follow the reporting lines above.

Once an allegation has been made, a case manager will be assigned to lead the investigation. The case manager will be the headteacher or, where the headteacher is the subject of an allegation, the chair of governors.

7. Initial response

An investigation into the allegation is normally carried out by children's social services or by the person appointed to be the relevant case manager. This will be agreed at the initial evaluation stage. Where the academy is not conducting the investigation, it will cooperate with investigative agencies such as the police.

If a child has been harmed, there may be an immediate risk of harm to a child, or the situation is an emergency. The police will be contacted immediately.

When responding to an allegation the school will ensure that it considers the following aspects:

- Looking after the welfare of the child
- Investigating and supporting the person subject to the allegation

Before contacting the LADO/ Designated Officer, the case manager will conduct a basic enquiry (using the forms below) in line with local procedures to establish the facts to help them determine whether there is any foundation to the allegation. During this basic enquiry, the case manager will ensure they collect any information that will be required by the LADO and will be careful not to jeopardise any potential future police investigation.

These reports will be made in line with the school's Child Protection and Safeguarding Policy.

Once the case manager has conducted the basic enquiry, they will contact the LADO. The case manager and LADO will discuss the nature, content and context of the allegation.

- No further action is needed.
- A strategy discussion should take place.
- There should be involvement from the police and/or CSCS.

Where the case manager is concerned about the welfare of other children in the community or the staff member's family, they will discuss these concerns with the DSL and conduct a risk assessment of the situation. Where necessary, the DSL will make a referral to CSCS.

If the allegation is about physical contact, e.g. restraint, the strategy discussion or initial evaluation with the LADO will take into account that teachers and other staff are entitled to use reasonable force to control or restrain children in certain circumstances, including dealing with disruptive behaviour. Where the allegation includes behaviour outside of school, an assessment of transferable risk to children with whom the person works will be undertaken where appropriate; advice will be sought from the LADO where there is any doubt

No further action

Where the initial assessment leads to no further action, the case manager and LADO will:

- Record the decision and justification for it.
- Agree on what information should be put in writing to the individual concerned and by whom.

Strategy discussion

If there is cause to suspect a child is suffering, or is likely to suffer, significant harm, a strategy discussion involving the police and/or CSCS will be convened. Strategy discussions will take place in line with the 'Working Together to Safeguarding Children' statutory guidance.

The LADO will convene the meeting to determine the child's welfare and plan rapid future action if there is reasonable cause to suspect the child is suffering or likely to suffer significant harm. A representative of the school may be invited to the meeting.

The discussion will be used to:

- Share available information.
- Agree the conduct and timing of any criminal investigation.
- Decide whether enquires under section 47 of the Children Act 1989 must be undertaken.

Investigation
Where it is clear than an investigation by the police or LADO is unnecessary, or the strategy discussion or initial assessment decides that this is the case, the LADO will discuss the next steps with the case manager.

Where further enquiries are required to enable a decision about how to proceed, the LADO and case manager will discuss how the investigation will be undertaken and who should conduct the investigation. In most cases, the investigation will be undertaken by a senior member of staff at the school. Where there is a lack of appropriate resources within the school to conduct the investigation, or the nature or complexity of the allegation requires it, the allegation will be conducted by an independent investigator.

The case manager will monitor the progress of the investigation to ensure that it is dealt with thoroughly, fairly and as quickly as possible. The first review will take place no later than four weeks after the initial assessment where possible. Dates of subsequent reviews will be set at the review meeting if the investigation continues and will be conducted at least at fortnightly intervals.

Informing the member of staff
The member of staff subject to an allegation should be informed of the allegation and given as much information as possible, unless there are good reasons not to. In cases where the allegation needs to be reported to Social Care and/or the police, the case manager will seek advice from the LADO, Social Care and police as appropriate regarding what information can be shared.

Supply staff
Where an allegation relates to a member of supply staff, the agency will be fully involved and cooperate with any enquiries from the school, LADO, police and/or Social Care. In these cases, the school will usually take the lead as the agency will not have direct access to the required information.

The allegations management meeting which is often arranged by the LADO should address issues such as information sharing, to ensure that any previous concerns or allegations known to the agency or agencies are taken into account by the school during the investigation.

The school has no authority or power to suspend a member of supply staff where an allegation is made against them. Where an allegation relates to a member of supply staff, the governing board will discuss with the supply agency or agencies where the member of staff is working across a number of schools, whether it is appropriate to suspend the individual, or redeploy them to another part of school, whilst an investigation is carried out.

Organisations or individuals using school premises
Organisations or individuals using school premises Where the school receives an allegation relating to an incident that happened when an individual or organisation was using the premises for the purposes of running activities for children, e.g. community groups or sports associations, the school will inform the LADO and ensure appropriate steps are taken to keep pupils safe and ensure that the allegation is subject to a proper investigation

8. Confidentiality
The case manager and LADO will discuss what information will be shared and with whom, alongside which actions will be taken to manage any possible breaches of confidentiality or press interest.

Information regarding an allegation will only be shared with necessary parties. Every effort will be made to protect the privacy of all parties involved in an allegation. Confidentiality will also be maintained to ensure a fair investigation can be undertaken.

All parties involved in an allegation will be made aware of the requirement to maintain confidentiality and guard against unwanted publicity about any allegations made against teachers whilst investigations are in progress.

Breaches in confidentiality will be taken seriously and may warrant a separate investigation. The school will not provide the media with any information regarding an allegation.

9. Suspension

Suspension will never be an automatic response when an allegation is reported – all options to avoid suspension will be considered prior to taking that decision.

The case manager will carefully consider whether the circumstances warrant suspension from contact with children at the school, or until the allegation is resolved. Suspension will be considered only in cases where there is cause to suspect a child or other children at the school is/are at risk of harm, or the case is so serious that it might be grounds for dismissal.

The case manager will seek advice from the school's HR provider and the LADO, as well as the police and Social Care where they have been involved. The following options will be considered by the case manager before suspending a member of staff:

- Redeploying the member of staff within the school so that they do not have direct contact with the child or children concerned.
- Providing an assistant to be present when the individual has contact with children.
- Redeploying the member of staff to alternative work in the school so the individual does not have unsupervised access to children.
- Moving the child or children to classes where they will not come into contact with the member of staff. This decision will only be made if it is in the best interests of the child or children involved and takes account of their views.
- Temporarily redeploying the member of staff to another role in a different location, e.g. to an alternative school, where available.

The governing board will make the final decision on whether the member of staff should be suspended. Where a strategy discussion, or initial assessment, concludes that there should be enquiries by Social Care, and/or an investigation by the police, the LADO will seek the views of the police and Social Care regarding whether the member of staff should be suspended from contact with children. Police involvement does not make it mandatory to suspend a member of staff. The decision to suspend will be made on a case-by-case basis following a risk assessment of whether the person poses a risk of harm to children.

If immediate suspension is considered necessary, the case manager will record the rationale and justification for this decision, alongside the alternatives to suspension that were considered and why they were rejected.

Where suspension is deemed necessary, written confirmation will be given to the member of staff within one working day where possible, which will provide as much detail as appropriate for the reasons for the suspension. The member of staff will be told immediately who their named contact is within the school for the period of their suspension.

Where the school is made aware that the Secretary of State has made an interim prohibition order, in respect of an individual who works at the school, immediate action will be taken by the school to ensure the individual does not carry out work in contravention of the order, i.e. not carrying out teaching work, pending the findings of the TRA investigation.

Advice from our HR provider, will be sought to determine the pay arrangements to be implemented while a member of staff is suspended, or an interim prohibition order is in place.

The school will not prevent social contact with work colleagues and friends unless there is evidence to suggest this may prejudice the gathering of evidence.

It is important to note that the decision to suspend can be taken at any point during the investigation.

A referral to the DBS must be considered for any staff member for whom it is decided that they should be deployed to another area of work that is not regulated activity, or they are suspended through this policy.

10. Supporting those involved
The person(s) who makes the allegation and their parents/carers

Parents and carers will be notified if their child makes or is involved in an allegation against staff if they do not already know. However, if the police or social services are to be involved, they will be contacted first and will advise as to what information may or may not be disclosed to the parents. The case manager will designate a member of staff to the role of liaising with the parents and child about the case and ensuring that they are fully informed as far as is possible. Parents and carers will be made aware of any progress in the investigation, and where there is no criminal prosecution, the outcome will be explained to them. This may be a disciplinary outcome. During a disciplinary hearing the deliberations and information used for making a decision are usually confidential, but parents will be told the outcome in confidence.

Social services and the police may be involved and will provide the school with advice on what type of additional support the child may need.

The whistleblowing policy, enables staff to raise concerns or allegations against their colleagues in confidence and for a sensitive enquiry to take place.

Staff who report an allegation
The Academy has a duty of care to its own employees and will take steps to minimise the stress of any allegation and the investigation process.
The person who is the subject of the investigation will be informed as soon as possible and usually after the initial discussion with the Designated Officer. The employee will then be advised on what the next course of action will be. However, if the police or social services are to be involved, they will be contacted before the employee, and will advise as to what information may be disclosed to the person under investigation.

The case manager will appoint a named person who will keep the employee informed of the progress of the case and any other work-related issues.

The employee will be advised to contact their trade union representative, or a colleague for support. The employee may need additional support and the case manager will consider what might be appropriate to best accommodate this. If it is a criminal investigation and the police are involved, they may provide this additional support.

Where an allegation is made against a member of supply staff or against an individual or organisation who uses the academy premises, the supply agency/organisation should provide additional support to that member of staff.

Staff subject to an allegation

Any staff member subject to an allegation will be offered welfare support. The school has a duty of care to all staff and will:

- Manage and minimise the stress caused by the allegation.
- Inform the member of staff as soon as possible about the allegation, explaining the likely course of action, guided by the LADO, and the police where necessary.
- Advise the member of staff to contact their trade union representative, or a colleague for support.
- Appoint a named representative to keep the staff member informed about the progress of the case.
- Provide access to counselling or medical advice where appropriate.
- Not prevent social contact with work colleagues and friends, when staff are suspended, unless there is evidence to suggest this may prejudice the gathering of evidence.

Any information regarding an allegation is confidential and will not ordinarily be shared with other staff or with pupils or parents/carers who are not directly involved in the investigation.

11. Outcomes

The following definitions will be used when determining the outcome of an allegation:

- **Substantiated:** There is sufficient evidence to prove the allegation.
- **Malicious:** There is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive or cause harm to the person subject of the allegation.
- **False:** There is sufficient evidence to disprove the allegation.
- **Unsubstantiated:** There is insufficient evidence to either prove or disprove the allegation.
- **Unfounded**: There is no evidence or proper basis which supports the allegation being made.

The options available to the school will depend on the nature and circumstances of the allegation and the evidence and information available.

12. Referral to the DBS

If an allegation is found to be substantiated and the member of staff is dismissed, resigns or otherwise ceases to provide their services to the school, or the school ceases to use the person's services, the school has a legal duty to make a referral to the DBS. For members of teaching staff at the school, the case manager will consider whether to refer the matter to the TRA to consider prohibiting the individual from teaching.

The school will also make a referral to the DBS where it is considered an individual has engaged in conduct that harmed, or is likely to harm, a child, or if they otherwise pose a risk of harm to a child.

13. Criminal investigations

Some allegations may result in a criminal investigation taking place. The police will inform the school and the LADO when:

- A criminal investigation and any subsequent trial is complete.
- It is decided to close an investigation without charge.

- It is decided not to continue to prosecute after the person has been charged.

The case manager and LADO will discuss whether any further action against the member of staff is appropriate, including disciplinary action.

14. Unsubstantiated, unfounded, false or malicious allegations

If an allegation is determined to be unsubstantiated, unfounded, false or malicious, the LADO and the case manager will consider whether the pupil and/or the person who has made the allegation is in need of help or may have been abused by someone else and this is a cry for help. If this is the case, the DSL will decide whether a referral to Social Care needs to be made.

If a report is shown to be deliberately invented or malicious, the school will consider whether any disciplinary action is appropriate against the individual who made it, in line with the Disciplinary Policy and Procedure (for staff reporters) or Behaviour and Discipline Policy (for pupil reporters).

15. Returning to work

Where a member of staff has been suspended and it is decided on conclusion of the case that they can return to work, the case manager will decide on the best course of action to facilitate the return to work and seek advice from the school's HR provider and the LADO where necessary. The case manager will also consider how the staff member's contact with the child who made the allegation can best be managed if they are still attending the school.

The member of staff will be provided with support, including welfare support, during their return to work.

16. Resignations

If the member of staff leaves, resigns or ceases to provide their services during an investigation, the school will not stop the investigation and it will be completed.

The staff member subject to the allegation will be given a full opportunity to answer the allegation and make representations about it. The process of recording the allegation and supporting evidence and reaching a judgement on the allegation will continue even if the member of staff does not cooperate. The member of staff concerned will be notified of the conclusion of the allegation and sanctions that may be posed.

Other than where allegations are false, malicious, unsubstantiated, or unfounded, the outcome will be made clear when providing references to prospective employers.

Settlement agreements

The school will not use settlement agreements where there are allegations that indicate a person is a risk or poses a risk of harm to children or is deemed not suitable to work with children. A settlement agreement is an agreement by which a person agrees to resign if the employer agrees to not pursue disciplinary action and both parties agree a form of words to be used in any future reference.

In limited circumstances, it may be appropriate to use settlement agreements to end the employment relationship on agreed terms. Where a settlement agreement is used, this will not prevent the school from:

- Fulfilling its legal duty to refer cases to the DBS where the referral criteria are met.
- Providing a fair, accurate and truthful reference that is not misleading to potential employers when requested.
- Considering whether to make a referral to the TRA where the criteria are met.

17. Record keeping

Any details of allegations that are found to be malicious or false will be removed from the staff member's personnel record, unless they give their consent for the information to be retained.

For all other allegations, the following information will be kept on the staff member's personnel file:

- A clear and comprehensive summary of the allegation.
- Details of how the allegation was followed up and resolved.
- Details of any action taken, and decisions reached and the outcome.
- A copy provided to the person concerned, where agreed by Social Care or the police
- A declaration on whether the information will be referred to in any future reference.

The school will retain records which contain information about allegations of sexual abuse for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the enquiry. All other records will be retained until the staff member subject to the allegation has reached normal pension age or for a period of 10 years from the date of the allegation, whichever is longer.

Details of any allegation made by a pupil will be kept in the confidential section of their record, together with a written record of the outcome of the investigation. If there are related criminal or civil proceedings, records may be subject to disclosure and therefore no assurances can be given on confidentiality

18. References

References will be provided in line with the school's Safer Recruitment Policy.

The school will ensure that any information provided confirms whether they are satisfied with the applicant's suitability to work with children, and only provide the facts and outcome of any substantiated safeguarding concerns or allegations that meet the harm threshold within any employment references. References will not include opinions, and cases will not be included where an allegation was found to be false, unfounded, unsubstantiated or malicious; this applies for repeated concerns or allegations found to be false, unfounded, unsubstantiated or malicious.

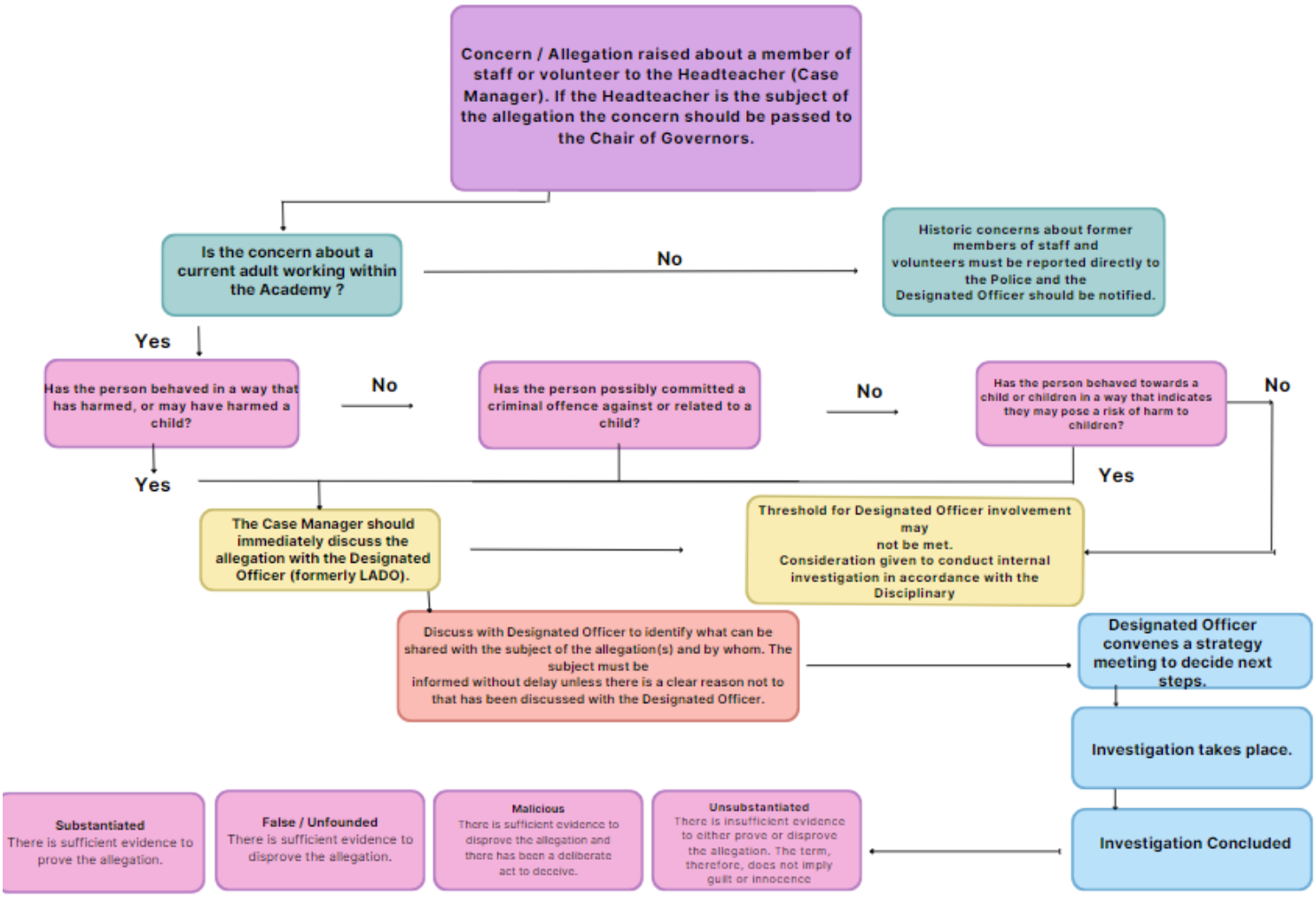
19. Non-recent allegations

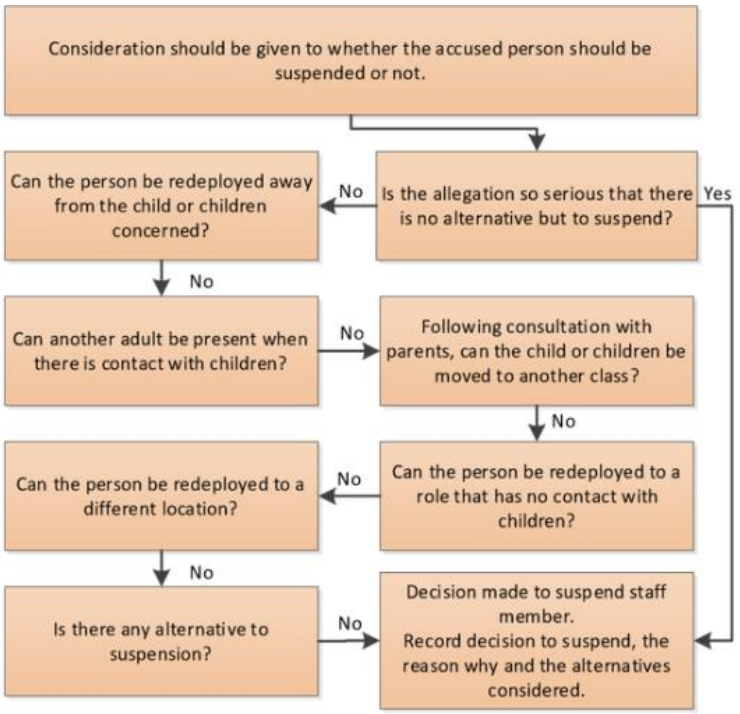
Where an adult or a former pupil makes an allegation that they were abused as a child, that adult will be advised to report the allegation to the police.

Non-recent allegations made by a child will be reported to the LADO in line with the LA's procedures for dealing with non-recent allegations. All pupils and staff will be made aware that abuse can be reported no matter how long ago it happened.

Appendix 1- Summary of Procedure for Managing Allegations and concerns raised in relation to staff, supply staff, contractors and volunteers

Summary of Procedure for Managing Allegations and concerns raised in relation to staff, supply staff, contractors and volunteers





Suspension must always be a last resort. Consider all options before suspending the staff member or volunteer.

Appendix 2 – Key Responsibilities of the Designated Officer

- Management and overview of individual cases from all partner agencies;

- providing advice, information and guidance to Senior Managers;
- monitoring the progress of cases to ensure cases are dealt with within set timescales;
- ensuring a consistent and thorough process for all adults against whom allegations are made;
- responsibility for maintaining information databases in relation to all allegations and producing qualitative and quantitative reports for LSPs and the DfE;
- attendance at or chairing strategy meetings and liaising with Chairs of strategy meetings (if not chairing); and
- contributing to LSP training programmes and awareness raising across Children's workforce.

Appendix 3 - SGF4 – Concern / Allegation in Relation to an Adult Working within the Academy Initial Notification Form

Academy Site	

Details of adult in which concerns have been raised	
Full Name	
Role	

Details of Young Person (if involves more than one pupil please use the pupil continuation sheet)			
Name of Child		**D.o.B**	
Tutor Group		**Year Group**	
Gender		**Name of Parent / Carer**	
Are they aware of the concern?		**Contact Number**	
Vulnerabilities of Young Person (e.g. LAC, Child Protection History, SEND etc…)			

Consideration for contacting Designated Officer (If you answer yes to any of the questions below an initial discussion must be had with the Designated Officer)	
Has the person behaved in a way that has harmed, or may have harmed a child?	☐
Has the person possibly committed a criminal offence against or related to a child?	☐
Has the person behaved towards a child or children in a way that indicates they may pose a risk of harm to children?	☐
Has the person behaved or may have behaved in a way that indicates the may not be suitable to work with children	☐

Source of Information			
Date of Concern / Incident		**Time of Concern / Incident**	

Case Manager	

Role			
Email Address			
Internal Extension		**Mobile**	
Nature of concern / incident - Please ensure your report is clear and would be understandable to someone to someone unconnected with the issue			
Please use a continuation sheet if necessary			

Appendix 4

Designated Officer (formerly LADO) Referral / Discussion *(if appropriate)*

Name of Officer	
Date and Time	
Local Authority	
Contact Number	
Email Address	

Agreed Actions

Who	What	When

Supporting Documents	
Designated Officer Referral	
Continuation Sheet(s)	
Other Statements	
Body Map	
MyConcern Incident ID	

Report Completed By			
Signed			
Date Report Completed		**Time Report Completed**	

Appendix 5

Confirmation of HR informed	
Received By	

Date		
Case ID		
Notifications to	HR Manager	☐
Central Services Team Actions		

Who	What	When

Appendix 6 – Chronology of Concern / Allegation in Relation to an Adult Working within the Academy

Academy Site	

Details of adult in which concerns have been raised

Full Name and Role	

Details of Young Person	
Name of Child and D.O.B	

Date	Name of contact/Role/Agency	Details (NB use Record of Discussion/Meeting form for detailed reports)	Has a Record of Discussion/Meeting form been completed Y/N

Appendix 7 – Record of Discussion/Meeting form

Person Recording and role	
Date	

Meeting attendees/Phone email contact (delete as appropriate)	

Details **(NB remember to update Case Manager Chronology)**