



the *Kind's* school

specialising in maths and computing

Safeguarding Allegations Policy



ALLEGATION POLICY

1 Policy Statement

The policy and procedures are designed to ensure that any allegation of abuse made against a teacher or other member of staff or volunteer in The King's School is dealt with fairly, quickly and consistently, and in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

2 Purpose

To inform all those who work/volunteer in The King's school of the procedures which will be undertaken should an allegation of abuse against them be made. To provide guidance to the Headteacher or representative as to the appropriate steps to follow in these circumstances.

3 Scope

- All allegations of abuse of children by those who work with children must be taken seriously.
- Allegations against people, who work with children, whether in a paid or unpaid capacity, cover a wide range of circumstances.
- The scope of this inter agency procedure is not limited to allegations involving significant harm or risk of significant harm to a child. The procedure should be applied in all situations where it is alleged that a person who works with children has:
 - Behaved in a way which 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 which indicates that he/she is unsuitable to work with children;

This includes allegations where it might indicate that the person is unsuitable to continue to work with children in their current position.

The allegations may relate to the persons behaviour at work, at home or in another setting.

It may concern, for example, a paid employee or unpaid volunteer. Allegations of historical abuse should be responded to in the same way as contemporary concerns. Where concerns arise about a persons behaviour in relation to their own children, the Police and Children's Social Care Services need to consider informing the persons employer in order to assess whether there may be implications for children with whom the person has contact at work, in which case this procedure will apply.

4 Responsibility

It is the responsibility of all staff to report any allegation or the witnessing of any event which may concern any of the above 'arrowed' areas.

The responsibilities of the Headteacher/Senior Manager include:

- Ensuring that this procedure is properly applied and implemented;
- Providing advice, information and guidance for staff within the organisation;

- Being the Senior Manager within the organisation to whom all allegations or concerns are reported;
- Liaising with the Local Authority Designated Officer (LADO) as required under this procedure;
- Referring allegations in accordance with the organisations and this procedure;
- Gathering any additional information which may have a bearing on the allegation e.g. previous known concerns, care and control incidents, etc;
- Providing the subject of the allegation with information and advising them to inform their union or professional body;
- Should the allegation be unfounded, considering, in consultation with the LADO, the need to make a referral to Children’s Social Care Services for support or to the Police if the allegation is deemed to be deliberately malicious or invented;
- Attending Strategy Meetings where required;
- Liaising with Human Resources where the employers disciplinary action is required;
- Ensuring that Risk Assessments are undertaken where and when required;
- Ensuring that effective reporting and recording systems are in place which allow for the tracking of allegations through to the final outcome;
- Undertaking appropriate checks regarding data held;
- Providing reports and information as required ;
- Raising the awareness of the need to empower children and young people who are in vulnerable positions by ensuring good whistle blowing and complaints procedures for all children;
- Ensuring appropriate and relevant training programmes are in place for and accessed by all staff;

The employer must also identify an alternative person to whom reports should be made in the absence of the nominated Senior Manager, or in cases where that person is the subject of an allegation or concern.

5 Publicity

The existence of the policy will be shared with staff at the beginning of each new academic year or on induction by means of a basic statement in the staff information pack which will also provide a link to the full policy located on the network in the staff shared area (G drive) - within safeguarding.

6 Procedures

Allegations regarding person(s) working in or on behalf of school (including volunteers)

These procedures apply where an allegation is made against any person working in or on behalf of the school that he or she 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 or;
- Has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

We will apply the same principles as in the rest of our safeguarding policies and we will always follow the Wakefield Safeguarding Children Board procedures that can be accessed at www.proceduresonline.com/westyorkscb (click on Search and look for “Allegations Against Persons who Work with Children”), in line with Keeping Children Safe in Education 2014, Part 4.

Detailed records will be made to include decisions, actions taken, and reasons for these.

All records will be retained securely in the Safeguarding file - subsection allegations against staff in locked filing cabinet in the Headteacher's PA's office. At the conclusion of the allegation, a copy of the investigation and conclusion will be given to the employee and a copy retained on their file for 10 years or until retirement whichever is longest.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures. All such matters are highly confidential and should be treated as such by all parties directly involved and any who may be indirectly aware.

Initial Action

- The person who has received an allegation or witnessed an event will immediately inform the Headteacher/designated CP teacher and make a record;
- In the event that an allegation is made against the Headteacher the matter will be reported to the Chair of Governors who will proceed as the 'Headteacher';
- The Headteacher or senior representative will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs;
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children;
- The Headteacher may need to clarify any information regarding the allegation (the nature of the allegation, when and where the incident is alleged to have occurred, who was involved, any others present). The context in which the alleged incident occurred may provide important information for initial assessment (see SHA/ASCL guidance) , however no person will be interviewed at this stage;
- The Headteacher will consult with the Local Authority Designated Officer - LADO (Rachel Holmes 01977 727035) to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to social care and/or the police for investigation;
- Consideration will be given throughout to the support and information needs of pupils, parents and staff;
- The Headteacher will inform the Chair of Governors of any allegation.

In some circumstances, where the criteria of these procedures has been met, a strategy meeting may be convened where recommendations for actions will be made