



**Statement of Procedures for dealing with allegations of  
abuse made against staff**

Approved by BoD: November 2020  
Policy Review Date : November 2022

## **Purpose**

The policy is part of our overall strategy to safeguard and promote the welfare of children. Their welfare is paramount. We also believe that adults about whom there are concerns should be treated fairly and honestly and provided with support.

## **Relationship to other policies**

This policy should be considered alongside all our other safeguarding policies, including child protection, and confidential reporting policy.

## **Equality impact**

This policy will help to ensure that the basic human right “innocent until proven guilty” is upheld. It will also ensure that students’ views are heard and responded to.

## **Roles and responsibilities of Principal, other staff, Directors**

The Principal will

- ensure that all staff are aware of their responsibilities to safeguard children and promote their welfare (including through induction and ongoing training)
- maintain a code of conduct for staff based on Guidance for Safer Working Practice for Adults Who Work with Children in Education Settings
- ensure that parents and carers are aware of relevant aspects of the code of conduct for staff – for example, not giving children their personal mobile numbers, not giving children gifts, lifts home, etc, and ensure they know who to go if they have concerns.
- ensure that children know who to go to if they have any concerns about their personal safety and well-being and that they understand the importance of not making unfounded allegations
- agree with the Board of Directors what behaviours to address through the school’s complaints or disciplinary procedures and in what circumstances they should contact the Local Authority Designated Officer (LADO), and review the decisions at least annually
- always contact the LADO when there is reason to believe that an adult has behaved in a way that has harmed, or may have harmed, a child; possibly committed a criminal offence against, or related to a child; or behaved towards a child or children in a way that indicates she or he is unsuitable to work with children
- contact the LADO when an employee’s behaviour is a matter of concern because it compromises or may be seen to compromise the reputation and ability of the school to safeguard children and young people
- only use suspension when there is cause to suspect a child is at risk of significant harm, the allegation warrants investigation by the police, or the allegation is so serious it might be grounds for dismissal
- ensure that any bar on contact between an accused teacher and other staff should apply on school premises only
- safeguard the confidentiality of all concerned as far as possible
- follow the current DfE guidance about record-keeping
- facilitate the re-integration of staff following suspension or the conclusion of a case, by counselling, guidance, support, reassurance and confidence building.

## **Staff will:**

- put the welfare and well-being of children first at all times

- familiarise themselves with the staff handbook /code of conduct and follow the guidance therein
- make every effort not to expose themselves to risk of an allegation being made
- advise their line manager if anything happens which they believe might be misconstrued and/or lead to a complaint or allegation of abuse
- ask for advice from their line manager if they are in any doubt about how to behave in a specific situation
- report any incident that they suspect indicates an adult has:
  - behaved in a way that has harmed, or may have harmed a child;
  - possibly committed a criminal offence against, or related to a child; or
  - behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.
- ensure that they access available training, guidance, support and supervision to fulfil their responsibilities to safeguard children.

#### **The Board of Directors will**

- ensure that the school's values explicitly promote the safeguarding and well-being of children
- espouse the basic human right of being innocent until proven guilty
- identify a representative to lead on child protection. In the event of an allegation of abuse being made against the Principal this representative will take responsibility for liaising with the LADO. The same representative will decide with the Principal how to secure an independent, objective investigation when information is to be gathered to inform disciplinary hearings
- agree with the Principal what behaviours to address through the school's complaints or disciplinary procedures and in what circumstances they should contact the LADO
- ensure that at least one representative undertakes the Safer Recruitment training programme
- ensure that any members who could be called to sit on disciplinary hearings are appropriately trained
- ensure that at least once each year the Board of Directors receives a full report on the school's arrangements for safeguarding children and promoting their welfare.

#### **Arrangements for monitoring and evaluation**

The Academy Committees will schedule into agendas for meetings a full report on safeguarding and child protection arrangements in each school/college. This will be compiled by the Principal, senior designated teacher and the representative(s) with responsibility for safeguarding.

It will seek evidence that the induction of staff and ongoing training includes familiarisation with the Staff Handbook/Code of Conduct including through exit interviews.

A committee of the Board of Directors will review each decision to suspend a member of staff once proceedings have run their course, including judging whether the procedure, and the length of it, was justified. It will also review the handling of each allegation to assess whether it was handled expeditiously and whether the accused received appropriate support.