

# PROCEDURE FOR DEALING WITH ALLEGATIONS OF ABUSE AGAINST TEACHERS, OTHER STAFF AND VOLUNTEERS

## **PURPOSE**

This Statement of Procedure follows the DfE Statutory Guidance Keeping Children Safe in Education – PART ONE, September 2021.

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.

## **1 INTRODUCTION**

1.1 This Statement of Procedure follows the DfE Statutory Guidance Keeping Children Safe in Education – PART ONE, September 2021.

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 the academy 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 would pose a risk of harm if they work regularly or closely with children.

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.

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## **2 COMMUNICATING THE PROCEDURES**

2.1 All members of the Senior Leadership Team and the Designated Safeguarding Lead 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 DfE statutory guidance, all staff should also read at least Part One – Keeping Children Safe in Education, which contains safeguarding information for all staff.

2.3 All members of the Senior Leadership Team and the Designated Safeguarding Lead have a responsibility to be familiar with the statutory guidance in its entirety.

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## **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 Designated Safeguarding Lead (DSL), which will normally be the Headteacher, 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 DSL you must report the matter to the most senior person available who will carry out the DSL's duties in their absence. If the allegation concerns the DSL, then the matter must be reported to the CEO of the Trust. If the allegation concerns the CEO, then the matter must be reported to the Chair of the Trust Board.
- Make a signed and dated written record of your concerns, observations or the information you have received and give it to the DSL straight away. Note any other witnesses.
- Maintain strict confidentiality.

### 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

4.1 Each Academy will detail the contact details for their Designated Lead for Safeguarding in Appendix 1.

4.2 Processes are in place to promote the secure management of safeguarding including:

4.2.1 Measures designed to support staff facing an allegation

4.2.2 Consideration of options available to avoid suspension (such as temporary redeployment or supervised working)

4.2.3 Allegations found to be malicious are removed from personnel records

## APPENDIX 1

### List of Designated Safeguarding Leads for each Academy

Document Control		Linked Policies, Procedures and Strategies
Policy	PROCEDURE FOR DEALING WITH ALLEGATIONS OF ABUSE AGAINST TEACHERS, OTHER STAFF AND VOLUNTEERS	
Responsibility	CEO	

Initial Approval Date	24/1/22		
Review Date	March 2026		
Next Review Date	March 2027		
Approval Group(s)	SLT	FARA	Board of Trustees

Equality Impact Assessment		
Phase One: Initial Screening Completed		6/1/22
Phase Two: Full Impact Assessment Required?	<input type="checkbox"/>	Not Applicable.

