



Hanson Policy for School Staff

Dealing with Allegations against Staff Policy & Guidance

Approved by the governing body: May 2018

To be reviewed: May 2019

Signed on behalf of the governing body:

When an allegation is made against a member of staff, set procedures must be followed. Hanson School will follow the procedures as outlined in this policy statement in line with **DfE Keeping children Safe in Education September 2016 and Hanson's Disciplinary Policy Procedure.**

It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events can and do happen. A child can also make an allegation against an innocent party because they are too afraid to name the real perpetrator. Even so, we must accept that some professionals do pose a serious risk to pupils and we must act on every allegation. Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected. The Head teacher or the Chair of Governors are the only bodies who can agree a suspension of a member of staff in conjunction with the HR Manager, in line with the Disciplinary Policy and Procedure.

This guidance is about managing cases of allegations that might indicate a person would pose a risk of harm if they continue to work in regular or close contact with children in their present position, or in any capacity. It should be used in respect of all cases in which it is alleged that a member of staff (including volunteers).

- Behaved in away 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 or harm if they work regularly or closely with children in any establishment regardless of whether the school is where the alleged abuse took place

Allegations against a member of staff who is no longer employed by Hanson should be referred to the police.

Allegations against a member of staff can be from a range of sources. If the concern is child-protection concern (where a student is at harm or has been harmed), the following system must be followed as a matter of urgency. Please note that any concern must be written on a cause for concern form and guidance followed on this sheet.

In order to ensure that the school is following authority policy. ALL allegations against a member of staff must be passed immediately to Scott Delves-Holmes who will liaise with the Head Teacher and the Human Resources (HR) Manager throughout the process.

Step 1:

- Allegation received towards member of staff.
- Carefully read the Cause for Concern (CFC) form.
- Create a new file in the yellow allegation folder located in the HR Office.

Step 2:

- Call Bradford Behaviour Support Service on **Tel: 01274385617**
- Go through the facts on the CFC sheet.
- Ask for guidance 'does it meet the Local Authority Designated Officer (LADO) threshold?'
- If so, have all the details of the student and member of staff to hand including full name, DOB, address and children.
- Take direct advice and instructions and action as appropriate.
- If it does not meet LADO threshold, please go to step 3.

Step 3:

- This now becomes a 'management issue' and the full details are to be considered and dealt with by the school as deemed appropriate (usually step 4)
- The school is now free to conduct any additional interviews and ask more probing questions.
- File any additional paperwork in the case file so that HR can create a spreadsheet.

Step 4:

- Arrange a meeting to discuss the issue with the student concerned. You can now ask more 'probing questions'.
- Arrange a meeting with the member of staff concerned. You can now ask more 'probing questions'.
- Arrange a meeting with other members of staff or students who were present at the time of the incident. You can now ask more 'probing questions'.
- Conclude your finding and issue appropriate actions. These actions must be followed up and evidenced in the case file for future reference. Sometimes this is in the form of further training but it is important that it is never left.