

Summary managing allegations against staff and volunteers procedures

If a member of staff or volunteer has a concern about the behaviour of another adult working in the setting then they should share this concern **without delay** with either:

- The Headteacher (**Case Manager** for allegations against staff) (If the Headteacher is unavailable: Deputy Headteacher or Designated Safeguarding Lead)
- The Nominated Governor (The Chair of Governors is often the nominated **Case Manager** for allegations against the Headteacher)

Rarely a member of staff may need to contact Children's Services or the Local Authority Designated Officer directly or whistle-blow (NSPCC helpline 0800 028 0285 help@nspcc.org.uk)

The Case Manager will then consider the alleged behaviour drawing upon Local Safeguarding Childrens Board Procedures and the DFE guidance Keeping Children Safe in Education. Did they:

- 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
- behave towards a child or children in a way that indicates he or she would pose a risk of harm to children

Consideration should always be given to the need to immediately protect a child or children and contacting Children's Services and/or Police **without delay**.

Children's Services should be contacted **without delay** to make a referral that will be forwarded to the Local Authority Designated Officer (A L.A.D.O. referral form should be completed). Contact your HR Advisor.

The Local Authority Designated Officer (L.A.D.O.) can be contacted by the Case Manager for guidance. You can also discuss your concerns with HR Advisor or Senior School Improvement Officer.

A referral to Children's Services is **not** required but consideration should be given to a disciplinary investigation. Contact your HR Advisor

The L.A.D.O will have a strategy discussion with police (and other agencies). This may lead to a strategy meeting chaired by the L.A.D.O typically involving the case manager (and HR representative), Police and a Social Worker. The strategy discussion or strategy meeting will include a discussion about:

- the case for suspension or alternatives to suspension
- any investigation undertaken by police
- any assessment being undertaken by Children's Services
- the basis for when the employer can begin a disciplinary investigation
- managing, sharing information and confidentiality issues
- well-being and support needed for all parties

Consideration given to:

- Supporting all parties
- Record keeping
- Outcome letter to member of staff
- Referral to DBS
- Referral to NCTL
- Learning lessons to improve practice
- Feedback to the complainant (data protection consideration)