



STATEMENT OF PROCEDURES FOR  
DEALING WITH ALLEGATIONS  
AGAINST STAFF

THIS POLICY WAS APPROVED:	SUMMER 2017
THIS POLICY WILL BE REVIEWED:	SUMMER 2020
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	DIRECTOR OF HR

## Introduction

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- 1.1. This Statement of Procedures follows the DfE Statutory Guidance [Keeping Children Safe in Education Part four: Allegations of abuse made against teachers and other staff \(Appendix 1\)](#) which is available from **the school office**.

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 **Anglian Trust** 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 he or she would pose a risk of harm to children.

This will include allegations involving any type of abuse or neglect, including inappropriate relationships with students, grooming behaviour of any kind, possession of indecent photographs or images of children and other offences under the Sexual Offences Act 2003.

- 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.

## 2. Communicating the Procedures

- 2.1. All members of the Trust management team, the schools' senior management 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 the DfE Statutory Guidance, all staff should also read at least Part one of Keeping children safe in education, which contains [Safeguarding information for all staff](#).
- 2.3. All members of the senior management team and the designated safeguarding lead have a responsibility to be familiar with the Statutory Guidance in its entirety.

## 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 Officer for Safeguarding 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 Designated Officer for Safeguarding you must report the matter to the most senior person available who will carry out the Designated Officer for Safeguarding's duties in his/her absence. If the allegation concerns the Designated Officer for Safeguarding then the matter must be reported to the Chair of Governors.
- Make a signed and dated written record of your concerns, observations or the information you have received and give it to the Designated Officer for Safeguarding straight away.
- 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 of the Designated Officer for Safeguarding

- 4.1. The duties and responsibilities of the Designated Officer for Safeguarding are as described in Keeping Children Safe in Education Part four: Allegations of abuse against teachers and other staff.
- 4.2. The contact details for the Designated Officer for Safeguarding are:

Bassingbourn Village College	Vickey Poulter Sue Murphy	<a href="mailto:vpoulter@bassingbournvc.net">vpoulter@bassingbournvc.net</a> <a href="mailto:smurphy@bassingbournvc.net">smurphy@bassingbournvc.net</a>
Bottisham Village College	Jenny Rankine Andrew Gee Matt Merry	<a href="mailto:jrankine@bottishamvc.org">jrankine@bottishamvc.org</a> <a href="mailto:agee@bottishamvc.org">agee@bottishamvc.org</a> <a href="mailto:mmerry@bottishamvc.org">mmerry@bottishamvc.org</a>
Netherhall School and Sixth Form Centre	Nicola Parker	<a href="mailto:nparker@netherhall.cambs.sch.uk">nparker@netherhall.cambs.sch.uk</a>
Sawston Village College	Sam Abbs Martha Gregg David Hunt Michelle Wilson	<a href="mailto:sabbs@sawstonvc.org">sabbs@sawstonvc.org</a> <a href="mailto:mgregg@sawstonvc.org">mgregg@sawstonvc.org</a> <a href="mailto:dhunt@sawstonvc.org">dhunt@sawstonvc.org</a> <a href="mailto:mwilson@sawstonvc.org">mwilson@sawstonvc.org</a>

## 5. Supporting those Involved

Employers have a duty of care to their employees. They should act to manage and minimise the stress inherent in the allegations and disciplinary process. Support for the individual is key to fulfilling this duty. Individuals should be informed of concerns or allegations as soon as possible and given an explanation of the likely course of action, unless there is an

objection by the LADO, social care or the police. The school should appoint a named representative to keep the person who is the subject of the allegation informed of the progress of the case and consider what other support is appropriate for the individual.

## **6. Confidentiality**

It is extremely important that when an allegation is made, the school and all staff involved make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. In accordance with the Association of Chief Police Officers (ACPO) guidance the police will not normally provide any information to the press or media that might identify an individual who is under investigation, unless and until the person is charged with a criminal offence. (In exceptional cases where the police might depart from that rule, e.g. an appeal to trace a suspect, the reasons should be documented and partner agencies consulted beforehand.)

The Trust will take advice from the LADO, police and social care to agree the following:

- Who needs to know and, importantly, exactly what information can be shared;
- How to manage speculation, leaks and gossip;
- What if any information can be reasonably given to the wider community to reduce speculation; and
- How to manage press interest if and when it should arise.