

Managing Allegations against Staff and Volunteers Procedures

Notre Dame Catholic College follows the guidance set out in part 4 of [Keeping Children Safe in Education](#) as recommended by the LADO.

- Any concerns about the behaviour of any adult working within the school towards a child should be brought to the attention of the Headteacher, Designated Safeguarding Lead without delay. Concerns about the headteacher or nominated governor should be directed to the nominated governor (Chair of Governors).
- Consideration should be given to immediately protecting the child and the need to contact the police.
- The Local Authority Designated Officer is the linchpin in the process and should be contacted without delay to discuss allegations against staff
- Referrals to Careline (0151 233 3700) will be made when a member of staff or volunteer may have:
 - 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; or
 - behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.
- The LADO will advise if the parents and member of staff can be informed of the allegation.
- The LADO will advise how to manage speculation, leaks and gossip and whether it would be prudent to contact the Local Authority Press Office, and any information which might be reasonably given to the community to reduce speculation. In line with Keeping Children Safe in Education, staff and the child's family will be advised about the legislation on imposing restrictions which makes clear that the 'publication' of material that may lead to the identification of the teacher who is the subject of the allegation is prohibited.
- The school will only begin a disciplinary investigation when advised by the LADO and police that these processes can begin.
- The school will contact its HR provider. (Where the allegation is so serious that if proven it would be grounds for dismissal the school should also contact the Local Authority HR Manager in the Schools' Employment Advisory Team.)
- At the point at which the member of staff is notified of the allegation they should be given information about the Managing Allegations Against Adults and Volunteers procedures and also a nominated member of staff to support them. They should be advised to seek Trade Union support and consideration should be given to their wellbeing and continued support.
- Suspension is always a neutral act and should not be an automatic response. The decision to suspend a member of staff is the employer's only. However, the school will need to draw upon the advice of the LADO and Police and, in keeping with the DfE guidance, record the reasons why suspension was chosen over other working arrangements.
- The case manager (Head Teacher or nominated governor) will record all actions, discussions and decisions taken in respect of the allegation.

- The school has a legal duty to refer to the DBS in line with Keeping Children Safe in Education. The school will not enter into compromise / settlement agreements if a member of staff faces an allegation against them and the agreement prevents sharing concerns about someone's suitability to work with children. The school would also still need to conclude its investigation and when required refer to the DBS.
- The school has a responsibility to refer to the Secretary of State (National College for Teaching and Leadership) any teacher because of serious misconduct in line with Keeping Children Safe in Education.
- The school will only include in references substantiated allegations.
- The school will retain only substantiated, false, unfounded and unsubstantiated allegations on personnel files.
- The record of the allegation will be retained until the member of staff's normal retirement age or for a period of ten years from the date of the allegation if that is longer.
- The school will consider what support the member of staff, child and family need throughout the process. In cases of malicious allegations the school will consider whether disciplinary action is appropriate against the child or a referral to the police or Children's Services is required.
- On conclusion of the case the member of the staff will be given a copy of the outcome of the investigation. Consideration should also be given to how practices or procedures should be reviewed to help prevent similar events in the future, including the decision to suspend and the length of suspension. Return to work arrangements will also need to be considered.