



## **DEALING WITH ALLEGATIONS OF ABUSE MADE AGAINST STAFF POLICY 2016**

### **Purpose**

The policy is part of our overall strategy to safeguard and promote the welfare of children. Their welfare is paramount. We also believe that adults about whom there are concerns should be treated fairly and honestly and provided with support.

### **Who/what was consulted?**

Staff and trade unions were consulted and we drew heavily on DfE and ISA guidance on Safeguarding Children and handling allegations of abuse.

### **Relationship to other policies**

This policy should be considered alongside all our other safeguarding policies, including child protection, and whistle blowing.

### **Equality impact**

This policy will help to ensure that the basic human right “innocent until proven guilty” is upheld. It will also ensure that pupils’ views are heard and responded to.

### **Roles and responsibilities of head teacher, other staff, governors**

#### **The head teacher will:**

- Ensure that all staff are aware of their responsibilities to safeguard children and promote their welfare (including through induction and ongoing training).
- Maintain a Code of Conduct for staff based on Guidance for Safer Working Practice for Adults Who Work with Children in Education Settings.
- Ensure that parents and carers are aware of relevant aspects of the code of conduct for staff eg. not giving children their personal mobile numbers, not giving children gifts, lifts home, etc. Also ensure they know who to go to if they have concerns (Mrs Z Cannon, Head teacher).
- Ensure that children know who to go to if they have any concerns about their personal safety and well-being (Mrs B Smith, Learning Mentor and Mrs Z Cannon) and that they understand the importance of not making unfounded allegations.

- Agree with the governing body what behaviours to address through the school's complaints or disciplinary procedures and in what circumstances they should contact the Local Authority Designated Officer (LADO), and review the decisions at least annually.
- Always contact the LADO when there is reason to believe that an adult has behaved in a way that has harmed, 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 she or he is unsuitable to work with children.
- Contact the LADO when an employee's behaviour is a matter of concern because it compromises or may be seen to compromise the reputation and ability of the school to safeguard children and young people.
- Only use suspension when there is cause to suspect a child is at risk of significant harm, the allegation warrants investigation by the police, or the allegation is so serious it might be grounds for dismissal.
- Ensure that any ban on contact between an accused teacher and other staff should apply on school premises only.
- Safeguard the confidentiality of all concerned as far as possible.
- Follow the current DfE guidance about record-keeping.
- Facilitate the re-integration of staff following suspension or the conclusion of a case, by counseling, guidance, support, reassurance and confidence building.

**Staff will:**

- Put the welfare and well-being of children first at all times.
- Familiarise themselves with the Staff Handbook /Code of Conduct and follow the guidance.
- Make every effort not to expose themselves to risk of an allegation being made.
- Advise their line manager if anything happens which they believe might be misconstrued and/or lead to a complaint or allegation of abuse.
- Ask for advice from their line manager if they are in any doubt about how to behave in a specific situation.
- Report any incident that they suspect indicates an adult has:
  - behaved in a way that has harmed, 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 s/he is unsuitable to work with children.
- Ensure that they access available training, guidance, support and supervision to fulfill their responsibilities to safeguard children.

**The governing body will:**

- Ensure that the school's values explicitly promote the safeguarding and well-being of children.

- Espouse the basic human right of being innocent until proven guilty.
- Identify a governor to lead on child protection. In the event of an allegation of abuse being made against the head teacher this governor – Mrs M Lord will take responsibility for liaising with the LADO. The same governor will decide with the head teacher how to secure an independent, objective investigation when information is to be gathered to inform disciplinary hearings.
- Agree with the head teacher what behaviors to address through the school's complaints or disciplinary procedures and in what circumstances they should contact the LADO.
- Ensure that at least one governor undertakes the Safer Recruitment training program.
- Ensure that any members who could be called to sit on disciplinary hearings are appropriately trained.
- Ensure that at least once each year the governing body receives a full report on the school's arrangements for safeguarding children and promoting their welfare.

### **Arrangements for monitoring and evaluation**

The governing body will schedule into agendas for meetings a full report on safeguarding and child protection arrangements in the school. This will be compiled by the head teacher, senior designated teacher and the governor(s) with responsibility for safeguarding.

It will seek evidence that the induction of staff and ongoing training includes familiarisation with the Staff Handbook/Code of Conduct including through exit interviews.

A committee of the governing body will review each decision to suspend a member of staff once proceedings have run their course, including judging whether the procedure, and the length of it, was justified. It will also review the handling of each allegation to assess whether it was handled expeditiously and whether the accused received appropriate support.

Signed

Dated



**RAVENSDALE JUNIOR SCHOOL**

**DEALING WITH ALLEGATIONS OF ABUSE  
MADE AGAINST STAFF POLICY  
2016**

**Signed** .....

**Dated** .....

**Review date** .....