

# Bredenbury Primary School

## ALLEGATIONS OF ABUSE AGAINST STAFF POLICY

### June 2020

**Signed and dated:**  
Chair of Governors  
Headteacher

**In April 2012 the Department for Education updated its statutory guidance which schools must have regard to when carrying out duties relating to handling allegations of abuse against teachers and other staff members, including volunteers.**

### **Status: STATUTORY**

This policy is part of our overall strategy to safeguard and promote the welfare of children. Their welfare is paramount.

It should be used in all cases which it is alleged that a teacher or member of staff (including volunteers) 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 indicated s/he would pose a risk of harm if they work regularly or closely with children.

The Governing Body has adopted the guidance which can be found on;  
[www.education.gov.uk/dealing with allegations of abuse against teachers](http://www.education.gov.uk/dealing_with_allegations_of_abuse_against_teachers)

It is essential that any allegation of abuse made against a teacher, member of staff or volunteer is dealt with in a fair and consistent way providing effective protection for the child and at the same time supporting the person who is the subject of the allegation.

Reviewed by Staff, and Governors in:	September 2020
To be Reviewed by Parents in:	September 2020
Ratified by Governors on:	12 <sup>th</sup> June 2014
To be reviewed by Governors, Staff and Parents in:	September 2021

**Bredenbury Primary School**  
**ALLEGATIONS OF ABUSE AGAINST STAFF POLICY**  
**June 2020**

**SAFEGUARDING**

Bredenbury Primary School has a duty of care and responsibility towards pupils, parents/carers, staff and volunteer helpers. The care and safety of the individual is the key issue behind this document.

**ROLES AND RESPONSIBILITIES**

**The Headteacher 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 upon *Guidance for Safer Working Practice for Adults Who Work with Children and Young People in Education Settings*.
- Ensure that parents and carers are aware of relevant aspects of the code of conduct for staff – for example, not giving children their personal mobile phone numbers, not giving children gifts, lifts home etc.
- Ensure that parents and carers know who to go to if they have concerns.
- Ensure that children know who to go to if they have concerns about their personal safety and well-being, 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 a 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.

**Bredenbury Primary School**  
**ALLEGATIONS OF ABUSE AGAINST STAFF POLICY**  
**June 2020**

- 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 bar on contact between an accused teacher and other staff should apply inside and outside school .
- Safeguard the confidentiality of all concerned as far as possible.
- Keep a clear and comprehensive summary of any allegations made, details of how they were followed up and resolved and of any action taken and decisions reached. The headteacher will keep these records in the individual's confidential personnel file and give a copy to the individual, and retain them until the person reaches retirement age or for ten years, whichever is longer.
- Facilitate the re-integration of staff following suspension or the conclusion of a case, by counselling, guidance, support, reassurance and confidence building.

**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 headteacher this governor (usually the chair) will take responsibility for liaising with the LADO. The same governor will decide with the headteacher how to secure an independent, objective investigation when necessary.
- Agree with the headteacher what behaviours 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 programme.

**Bredenbury Primary School**  
**ALLEGATIONS OF ABUSE AGAINST STAFF POLICY**  
**June 2020**

- Ensure that the Discipline panel is always supported by a member of the HR team.
- Ensure that at least once each year the governing body received a full report on the school's arrangements for safeguarding children and promoting their welfare.

**Staff will:**

- Put the welfare and well-being of children first.
- Make every effort not to expose themselves to risk of an allegation being made.
- Follow the guidelines set out in the staff Code of Conduct.
- Report any incident that they suspect indicates an adult has behaved in a way that has harmed, or may have harmed, a child; has possibly committed a criminal offence against or related to a child; or has behaved towards a child or children in a way that indicates she or he is unsuitable to work with children.
- Ensure that they access available training, guidance, support and supervision to fulfil their responsibilities to safeguard children.

**RESPONDING TO ALLEGATION OR COMPLAINT**

The person who receives the information regarding the allegations will not question the child or investigate the matter any further. They will:

- Treat the matter seriously, avoid asking leading questions, and communicate with the child in a manner appropriate to the child's understanding and communication style.
- Make a hand written record of the information, where possible in the child's own words stating when the alleged incident took place, who was present and what was said to have happened.
- The record must be signed and dated.

**Bredenbury Primary School**  
**ALLEGATIONS OF ABUSE AGAINST STAFF POLICY**  
**June 2020**

- The person receiving the information will report the matter immediately to the Headteacher or where allegations involve this person to the Chair of Governors.

The person to whom the matter is reported will become the Senior Designated Manager until the allegation is resolved.

The Senior Designated Manager will inform the Chair of Governors or the Chair of the Finance, Pay and Staffing Committee of the allegation.

**INITIAL ACTION BY**  
**THE SENIOR DESIGNATED MANAGER**

The Senior Designated Manager will **not** investigate the matter by interviewing the accused, the child making the allegations or any potential witnesses. They will:

- Obtain written details of the allegation, signed and dated by the person receiving the allegation or complaint.
- Countersign and date the written details.
- Record any other information about times, dates and location of any incident and the names of any potential witnesses.

The Senior Designated Manager will decide in consultation with Governors what behaviours to address through the school's complaints or disciplinary procedures and in what circumstances they should contact the LADO.

If the allegation meets criteria set by the School Governing Body, then the Senior Designated Person will report the incident/s to the Local Authority Designated Officer (LADO) within one working day. Referral to the LADO will not be delayed in order to gather any further information.

**The LADO can be contacted via Hereford Council – tel: 01432 260000**

**Bredenbury Primary School**  
**ALLEGATIONS OF ABUSE AGAINST STAFF POLICY**  
**June 2020**

The Senior Designated Manager and the School will cooperate with all relevant authorities involved and will share all relevant information about the person who is the subject of the allegation and the alleged victim to assist in any further investigation.

**INFORMING ACCUSED PERSON/SUSPENSION**

The Governing Body will inform the accused person of the allegation as soon as possible after prior consultation with the LADO. The Governors will consider carefully whether the circumstances of the case warrant an immediate suspension of the person involved from contact with children, until the allegation is resolved. The Governors will seek guidance from the LADO when considering a suspension.

Any suspension will be on full pay, until decided otherwise. **It is a neutral act and does not imply guilt.**

**SUPPORTING THOSE INVOLVED**

Parents or carers of any child involved will be told about the allegations as soon as possible, after the discussion with the LADO as to the most appropriate way this should be done and by whom. In cases where a child has been injured whilst in the School care, the parents should be informed immediately.

**CONFIDENTIALITY**

Every effort will be made to maintain confidentiality and guard against publicity.

**ADDITIONAL KEY POINTS**

**Bredenbury Primary School**  
**ALLEGATIONS OF ABUSE AGAINST STAFF POLICY**  
**June 2020**

- If an allegation is made against a member of staff the quick resolution of that allegation should be a clear priority to the benefit of all concerned. At any stage of consideration or investigation, all unnecessary delays should be eradicated.
- In response to an allegation staff suspension should not be the default option. An individual should only be suspended if there is no reasonable alternative. If suspension is deemed appropriate, the reasons and justification should be recorded by the School and the individual notified of the reasons.
- Allegations that are found to have been malicious should be removed from personnel records and any that are not substantiated, are unfounded or malicious should not be referred to in employer reference.
- If a pupil has made malicious allegations against staff, the Governing Body will consider whether to apply a sanction, which could include temporary or permanent exclusion (as well as referral to the police if there are grounds for believing a criminal offence has been committed).

**ARRANGEMENTS FOR MONITORING AND  
EVALUATION**

The Finance, Pay and Staffing Committee 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.

The Governing Body will schedule into its meetings agendas annually a full report on safeguarding and child protection arrangements in the school. This will be compiled by the Headteacher/Senior Designated Teacher and the Governor with responsibility for Child Protection It will seek evidence that the induction of staff and ongoing training include familiarisation with the staff Code of Conduct, including through exit interviews.

**Bredenbury Primary School**  
**ALLEGATIONS OF ABUSE AGAINST STAFF POLICY**  
**June 2020**