

Current Policy Date: 26th January 2025
Review: Every 3 years
Date of Next Review: January 2028



Procedure for Allegations of Abuse Made Against Staff

This procedure applies to all cases in which it is alleged that a current member of staff, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place both inside and outside of school

The procedure will be carried out in line with BWSCP [Berkshire West Safeguarding Children Partnership - Concerned about an Adult Working with Children](#)

If we're in any doubt as to whether a concern meets the harm threshold, we will consult our local authority designated officer (LADO).

We will deal with any allegation of abuse quickly, in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. This will be the headteacher, or the chair of governors where the headteacher is the subject of the allegation. The case manager will be identified at the earliest opportunity. In the event of an allegation that meets the criteria above, the case manager will conduct basic enquiries to establish the facts, after which they will contact the LADO within 24 hours. LADO@westberks.gov.uk

Our procedures for dealing with allegations will be applied with common sense and judgement.

If we receive an allegation of an incident happening while an individual or organisation was using the school premises to run activities for children, we will follow our safeguarding policies and procedures and inform our LADO.

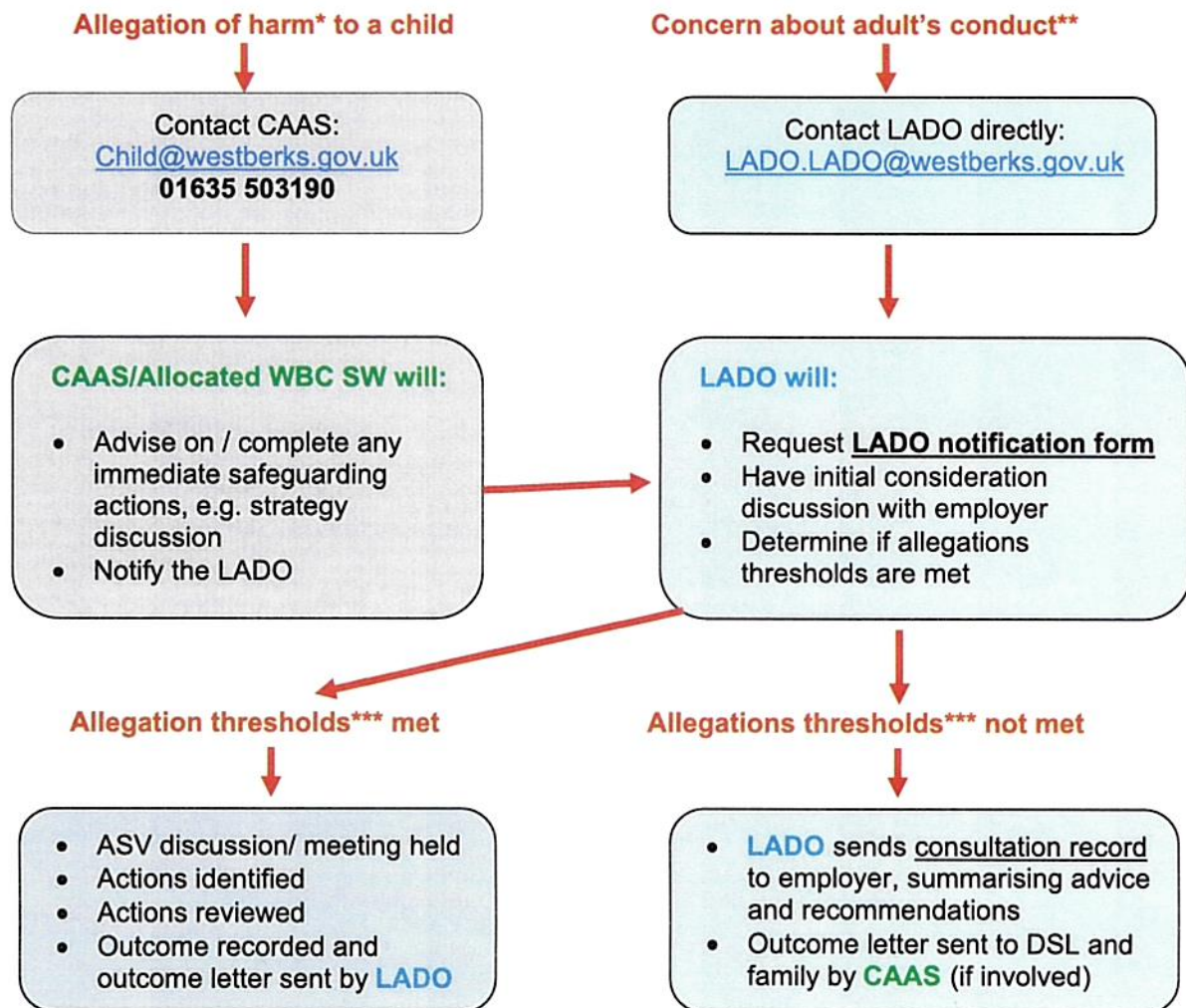
Confidentiality

Information about an allegation will be restricted to those who have a need to know in order to:

- Protect children
- Facilitate enquiries
- Avoid victimisation
- Safeguard the rights of the person about whom the allegation has been made and others who might be affected
- Manage disciplinary/complaints aspect

A flowchart for Designated Officer (LADO) Notification Process – Allegations against Staff / Volunteers (ASV) is included as an appendix.

Designated Officer (LADO) Notification Process – Allegations against Staff / Volunteers (ASV)



Out of hours allegations/concerns:

Contact Emergency Duty Service (EDS) – 01344 351999

* E.g. alleged physical harm, sexual harm to a child

** E.g. inappropriate conduct; non-recent allegations; concerns in private life

*** Thresholds in Working Together to Safeguard Children, 2018