



Tutshill C Of E Primary School



Woolaston Primary School

Forest Edge Federation

Governing Board

Allegations Management Policy

Signed: _____
Chair of the Governing Board

Date: **September 2024**

Review: **September 2025**

Purpose

To provide guidance to all members of staff, governors, parents and visitors in the event of an allegation being made.

Instances in which allegations may arise

Allegations may arise in a number of ways and from a number of sources e.g. a concern, suspicion, complaint or report from a child, parent or other adult within or outside of the organisation. 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
- behaved towards a child or children in a way that indicates s/he may pose a risk to children.

Should a complaint be made, the relevant school's Designated Safeguarding Lead, (DSL), Mrs Gomersall (Interim Executive Headteacher) must be informed immediately. In her absence the Deputy DSLs should be informed. In the event that the allegation is made against the Interim Executive Headteacher this should be referred to the Chair of Governors of the Federation.

No attempt should be made to undertake enquiries or seek to determine the validity of the allegation at this stage, however immediate safety measures may need to be applied e.g. removal of the member of staff from the premises and any evidence should be secured and preserved e.g. mobile telephone, computer.

Prior to contacting the Local Authority Designated Officer (LADO), the Interim Executive Headteacher should gather information including:

- names, addresses, dates of birth of the child and staff member;
- details of any potential witnesses;
- details of the staff member's previous employment record including any previous allegations/concerns;
- account of the person receiving or witnessing the allegation;
- information regarding any other paid or voluntary work the staff member undertakes with children or vulnerable adults;
- if the staff member has their own children, any other information which may be of relevance;
- any action(s) already taken;
- information about the legal status of the child concerned.

The Interim Executive Headteacher must then contact the LADO, Nigel Hatton, on 01452 425017, within 12 hours, to discuss the allegation, if necessary, a multi-agency meeting will be convened and the Interim Executive Headteacher will be invited.

Links with other policies

This policy should be read in conjunction with the following policies;

- Anti-Bullying
- Behaviour, Rewards and Sanctions
- Confidentiality
- Disability Equality
- Equal Opportunity
- Exclusion
- First Aid
- Gender Equality
- Intimate Care
- Safeguarding and Child Protection
- Special Educational Needs and Disability

Guidance documents

For further information refer to the following documents;

“Dealing with Allegations of Abuse against Teachers and other Staff”

“Summary of allegations management procedures”