

St Patrick's Catholic Primary School

Managing Allegations Procedures

2015

These procedures are in line with 'Keeping Children Safe in Education' (2014), and should be read alongside the school's Safeguarding and Child Protection Policy.

These procedures relate to any allegations regarding Person(s) working in or on behalf of School (including Volunteers).

Where an allegation is made against any person working in or on behalf of the school that he or she has:

- a. Behaved in a way that has harmed a child or may have harmed a child
- b. Possibly committed a criminal offence against or related to a child or
- c. Has behaved towards a child or children in a way that indicates s/he would pose a risk of harm if they work regularly or closely with children

We will apply the same principles as those contained in the Safeguarding and Child Protection Policy and follow the Calderdale Safeguarding Children Board Procedures. Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely in the Headteacher's office.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

Initial action to be taken:

- The person who has received an allegation or witnessed an event will immediately inform the head teacher and make a record
- In the event that an allegation is made against the head teacher the matter will be reported to the Chair of Governors who will proceed as the 'head teacher'
- The head teacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs, this may as a last resort involve suspension
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children
- The head teacher may need to clarify any information regarding the allegation, however no person will be interviewed at this stage
- The head teacher must consult with the Local Authority Designated Officer in order to seek advice and to help determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to Multi-Agency Screening Team (MAST) and/or the police for investigation

- Consideration will be given throughout to the support and information needs of pupils, parents and staff
- The head teacher will inform the Chair of Governors of any allegation
- If consideration needs to be given to the individual's employment, advice will be sought from HR
- If the criteria has been met for referral to the LADO the head teacher will attend any Strategy Meetings relevant to investigating the allegation through to a conclusion
- The head teacher will keep the LADO informed of any new information that may influence the investigation and will cooperate fully with the police and/or social services where appropriate.