

## Dealing with Allegations against School Personnel, Volunteers, Principal or Students Policy

All Kings' policies will be ratified by the Board of Directors and signed by the Chairperson. Each policy will be co-signed by the principal of each school. Review dates will be similar for each school.

Coordinator	Nominated Director	Chair of Board of Directors
<b>PRINCIPAL &amp; WELFARE OFFICER (as designated safeguarding lead)</b>	<b>DIRECTOR OF COLLEGE SERVICES</b>	<b>NIGEL PAMPLIN</b>

We believe this policy relates to the following legislation (click on the link below to access information):

- [Children Act 1989](#)
- [Police Act 1997](#)
- [Police Act 1997 \(Criminal Records\) Regulations 2002](#)
- [The Education \(Independent School Standards\) \(England\) Regulations 2014](#)
- [Children Act 2004](#)
- [Safeguarding Vulnerable Groups Act 2006](#)
- [Children and Young Persons Act 2008](#)
- [Police Act 1997 \(Criminal Records\) \(No. 2\) Regulations 2009](#)
- [Equality Act 2010](#)
- [Protection of Freedoms Act 2012](#)

The following documentation and online guidance is also related to this policy (click on the link below to access information):

- [Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges \(DfE\)](#)
- [Working together to safeguard children \(DfE\)](#)
- [Boarding Schools: National Minimum Standards](#)

We recognise that all school personnel are vulnerable to accusations of abuse because of their daily contact with young people. We acknowledge that dealing with allegations against school personnel is a stressful, demanding, complex and delicate process for all involved. But we will ensure that all allegations will be taken seriously and investigated immediately and impartially in order to provide instant and effective protection for the student concerned and to provide support for the person who is the subject of the allegation.

We wish to create a culture of openness that will allow students and school personnel to make truthful reports of any inappropriate behaviour and in the knowledge that all allegations will be taken seriously.

We encourage all school personnel to protect themselves against false accusations by treating all students with dignity and respect, and to ensure that they never work alone with a student, always maintaining a safe and appropriate distance, avoiding physical contact and being cautious when dealing with sensitive moments.

We understand that we have a legal duty once an allegation has been made to undertake a full investigation, to record the decisions reached and action taken.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

### Aims

- To set out procedures to consider and take appropriate action in the event of an allegation being made.

## **Responsibility for the Policy and Procedure**

### **Role of the Board of Directors**

The Board of Directors has:

- the responsibility to investigate any allegation against the Principal;
- delegated powers and responsibilities to the Principal and Welfare Officer as Designated Safeguarding Lead to investigate allegations against any member of the school personnel;
- delegated powers and responsibilities to the Principal and Welfare Officer as Designated Safeguarding to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities director to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated the Director of College Services to visit the school regularly, to liaise with the Principal and the coordinator and to report back to the Board of Directors;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Principal**

The Principal will:

- investigate all allegations against any member of school personnel;
- refer any allegation against a teacher no longer working in the school to the police;
- refer any allegation against a teacher no longer teaching to the police;
- consult with the Local Authority Designated Officer when an allegation has been made;
- appoint an independent investigator if the allegation is deemed to be serious;
- share information about the named person in the allegation and the alleged victim with all agencies involved in the investigation;
- keep the person who is the subject of the allegation informed of the progress of the investigation;
- provide support for the person who is the subject of the allegation;
- keep parents informed of the investigation and outcome;
- provide appropriate support and counselling for the student;
- consider suspending the person who is the subject of the allegation;
- consider suspending the student if it is felt there is a risk of significant harm to the child from the person accused;
- make every effort to maintain confidentiality and to prevent unnecessary publicity;
- provide return to work support such as Occupational Health support for a member of the school personnel returning to work after suspension following a positive conclusion to the investigation;
- consult with the Local Authority Designated Officer on what action should be taken such as referral to children's social care or disciplinary action if the allegation was found to be false;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor and evaluate the effectiveness of this policy

### **Role of the Director of College Services**

The Director of College Services will:

- regularly visit the school's Director of Studies and Principal to ensure the policy is implemented effectively;
- report back to the Board of Directors

### **Role of the Welfare Officer as Designated Safeguarding Lead**

The Welfare Officer will:

- ensure the implementation of this policy;
- ensure everyone connected with the school is aware of this policy;



- work closely with the Principal and the nominated director;
- be trained in child protection policy procedures;
- renew training every two years in order to;
  - understand the assessment process
  - understand the procedures of a child protection case conference and child protection review conference
  - understand the specific needs of children in need
  - understand the specific needs of students with special educational needs
  - have in place a secure and accurate record system of all concerns and referrals
- take the lead in dealing with child protection issues;
- with the Principal, investigate all allegations against any member of school personnel;
- with the Principal, refer any allegation against a teacher no longer working in the school to the police;
- with the Principal, refer any allegation against a teacher no longer teaching to the police;
- consult with the Local Authority Designated Officer when an allegation has been made;
- with the Principal, appoint an independent investigator if the allegation is deemed to be serious;
- share information about the named person in the allegation and the alleged victim with all agencies involved in the investigation;
- keep parents informed of the investigation and outcome;
- provide appropriate support and counselling for the student;
- keep a confidential Child Protection Register of all those Students known to be at risk and only if it is confirmed by social services that the child is at risk;
- be trained in working with all agencies;
- familiarise school personnel with the policy and procedures;
- investigate and deal with all cases of suspected or actual problems associated with child protection;
- ensure parents are aware that referrals about suspected abuse or neglect may be made;
- make child protection referrals;
- record all child protection referrals;
- co-ordinate action within the school;
- liaise and seek advice from the Local Authority Designated Officer when the need arises;
- liaise with social care and other agencies;
- transfer the child protection file of any student leaving to join another school;
- provide support for any child at risk;
- not promise confidentiality to any child but always act in the interests of a child;
- act as a source of advice within the school;
- help create a culture within the school of listening to students;
- keep up to date with all new guidance on safeguarding children;
- keep all school personnel up to date with any changes to procedures;
- organise appropriate training for school personnel and the board of directors;
- ensure all incidents are recorded, reported and kept confidential;
- keep all paperwork up to date;
- report back to the appropriate school personnel when necessary
- annually review the policy with the Principal

### **Role of School Personnel**

School personnel will:

- comply with all aspects of this policy;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

### **Procedure to Report Allegations**

School personnel must:

- make a dated and timed written record of the disclosure or incident causing concern about a member of the **school personnel or a school volunteer**;
- inform the Designated Safeguarding Lead or Deputy;



- make a dated and timed written record of the disclosure or incident causing concern about the **Principal**;
- inform the Board of Directors who will deal with the allegation;
- make a dated and timed written record of the disclosure or incident causing concern about a **student**;
- inform the Designated Safeguarding Lead or Deputy;

The Designated Safeguarding Lead or Deputy will:

- follow up the referral;
- make records of any discussions and any investigation that take place;
- decide whether to take the referral further or to monitor the situation;
- keep the person informed who initially reported the allegation of the decision made

The Board of Directors will:

- make a dated and timed written record of the disclosure or incident causing concern if no written record has been presented to the Board of Directors;
- inform the Local Authority Designated Officer

The Local Authority Designated Officer will:

- work with and alongside the school when dealing with allegations against school personnel;
- call for the intervention of the police and children's care services if they feel the allegation is very serious;
- advise the school of the course of action if they consider the intervention by police and children's care services is not necessary;
- consult with the school what action should be taken such as referral to children's social care or disciplinary action if the allegation was found to be false

### **The Named Person in the Allegation**

The named person in the allegation will:

- be kept informed of the course of action after the initial consultation with the Local Authority Designated Officer;
- be kept informed of all stages of the investigation;
- be advised to contact their union or professional association as soon as an allegation has been made;
- be advised by their union or professional association at all stages of the investigation

### **Suspension of the Named Person in the Allegation**

Suspension will only take place if:

- a student or students are at risk;
- the allegation is of a very serious nature;
- it will help in the smooth running of the investigation

### **Records of Allegations**

A detailed record (appendix B) of each allegation must be kept which clearly shows the:

- nature of the allegation
- follow-up action
- decision reached
- action taken

Written records must be:

- kept on the person's confidential personnel file with a copy given to the person concerned
- kept for a period of 10 years

Details of allegations that are found to be malicious (that is allegations made to deliberately to deceive) will be removed from personnel records and will not be included in any future references.



In cases of an allegation being deliberately invented or malicious we will consider taking action against those who have made false accusations.

### **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;
- be aware that under section 141F of the Education Act 2002 that there is a prohibition on reporting or publishing allegations about teachers;

### **Confidentiality**

When an allegation has been made and during the investigation we will do everything possible to maintain confidentiality.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the Student Handbook
- the Staff Handbook
- the school website
- meetings with school personnel and volunteers
- reports such as the annual report to the Board of Directors

### **Training**

All school personnel:

- have equal chances of training, career development and promotion
- receive information related to this policy on induction;
- receive periodic updates so that they are kept up to date with new information;
- be made aware of the Equal Opportunities Policy on induction;

### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Principal and the nominated director.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Board of Directors for further discussion and endorsement. (See Policy Evaluation)

### **Linked Policies**

- Safeguarding & Child Protection
- School Personnel Code of Conduct
- Disciplinary Procedure

<b>Important Telephone Numbers</b>	<b>Local Authority Designated Officer (LADO)</b>	
	<b>Social Services Referrals</b>	
	<b>Out of Hours Social Services</b>	
	<b>Police</b>	



## Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

This policy affects or is likely to affect the following members of the school community (✓)		Students	School Personnel	Parents/ carers	Directors	School Visitors	Wider School Community			
		✓	✓	✓	✓	✓				
Question	Protected Characteristics							Conclusion		
Does or could this policy have a negative impact on any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'yes' or 'not sure'	
<b>YES</b>									<b>Yes</b>	<b>No</b>
<b>NO</b>	✓	✓	✓	✓	✓	✓	✓	✓		✓
<b>UNSURE</b>										
Does or could this policy help promote equality for any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'no' or 'not sure'	
<b>YES</b>	✓	✓	✓	✓	✓	✓	✓	✓	<b>Yes</b>	<b>No</b>
<b>NO</b>										✓
<b>UNSURE</b>										
<b>Conclusion</b>	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.									



Annual Policy Review Sheet - Appendix A:

Review Date	Primary Reviewer Name (Policy Coordinator)

This Appendix A should be completed **annually** by the Policy Coordinator and Principal with specific details of each individual Kings college.

<b>Date of Last Review:</b>	
<b>Date of Next Review:</b>	
<b>Is this policy being implemented fully, with all outlined procedures followed as prescribed?</b>	YES/NO
<b>Number of allegations made since last review:</b>	00
<b>If this policy is not being implemented fully, as prescribed, please outline what you have put in place instead and the reasons behind the change...</b>	
<b>How are staff made aware of this policy?</b>	
<b>Does this policy require any specific/specialised training for staff, if yes please specify what it is and whether it has been done?</b>	
<b>Monitoring the Effectiveness of the Policy</b>	
<b>The information in this policy and appendix will be reviewed annually by the Principal, or when the need arises, and the necessary recommendations for improvement will be made by the Principal to the Board of Directors.</b>	
<b>Please comment on the overall effectiveness of this policy – giving any suggestions or recommendations for improvement...</b>	



<b>Coordinator:</b>		<b>Date:</b>	
<b>Principal:</b>		<b>Date:</b>	
<b>Chair of Board of Directors:</b>	<i>Nigel Paul</i>	<b>Date:</b>	01/01/2015
<b>Name of School:</b>			
<b>Next Review Date:</b>			





**Appendix B: Allegations of Abuse Against Staff Policy: Case Notes:**

Case Notes: <b>CONFIDENTIAL</b>	
<b>Part 1 – Initial Allegation</b>	
<b>Name of Subject of Allegation :</b>	
<b>Date:</b>	
Designated Teacher:	
Names of Student(s ) Involved:	
Nature of Allegation:	
Individual(s) initiating Allegation:	
Nature of the Allegation: (Please provide a report below)	
Date report taken:	
Signed Member of Staff:	
Role/Position:	



<b>Part 2 – Interview with Subject of Allegation</b>	
<b>Name of Subject of Allegation :</b>	
<b>Date:</b>	
Response of Subject to Allegation: (Please provide a report below)	
Nominated Staff providing support :	
Date report taken:	
Signed Member of Staff:	
Role/Position:	



<b>Part 3 – Details of Liaison with Local Authority</b>	
Name of Local Authority Representative:	
Consulted on (date):	
Summary of Consultation: (Please give details below)	
<b>Part 4 – Details of Independent Consultant (if used)</b>	
Name of Independent Consultant:	
Consulted on (date):	
Summary of Consultation: (Please give details below)	



<b>Part 5 – Follow-Up / Results</b>	
<b>Name of Subject of Allegation :</b>	
<b>Date:</b>	
Follow-Up Action (Yes/No): (Please give details below)	
Decision Reached (Yes/No): (Please give details below)	
Action Taken (Yes/No): (Please give details below)	
Please Note: Written records must be: <ul style="list-style-type: none"> <li>• kept on the person’s confidential personnel file with a copy given to the person concerned</li> <li>• kept for a period of 10 years</li> </ul>	
Designated Teacher (signed) :	
Date:	

