

Managing Allegations Against Staff - Schools

An Allegation is made which indicates that a member of staff has:

- Behaved in a way that has harmed, or may have harmed, a child or
- Possibly committed a criminal offence against, or related to, a child or
- Behaved towards a child or children in a way that indicates that he/she is unsuitable to work with children.
- Behaved towards a child or children that indicates he or she may pose a risk of harm to children.

Is the allegation against the Headteacher?

YES

Report Allegation to: The school Senior Advisor or Lead of SIAS or DSO for Education.

NO

Report Allegation to: School Headteacher

If the Headteacher is not available then report to the Deputy Head who should inform the Headteacher as soon as possible.

Advice and initial discussion with:

DSO - Designated Safeguarding Officer for Education. Telephone: 07797954714

Following a conversation with the DSO, the Headteacher should:

- 1) Complete a **JDO referral form** and send to the JDO copying in the DSO. In some cases the allegation may not meet threshold for JDO involvement (i.e. does not meet the criteria in Box 1 and is therefore not a safeguarding issue but one of professional conduct.)
- 2) A Child and Families Hub referral should be made for the child. A conversation with the parents should happen prior to this being submitted.
- 3) The School's HR Business Support / Case management should be contacted and advice sought regarding assessing the level of risk. The DSO can support with this contact and decision making.
- 4) The member of staff is informed they are subject to the Managing Allegations process and welfare support offered via the line-manager (advice for this can be offered by HR).
- 5) Complete a Record of Allegation template with all actions and steps taken so far. This should be shared with the DSO.

Meets JDO threshold

Managing Allegations process followed with JDO

- 1) Allegation follows the Managing Allegations Framework: [Managing Allegations](#)
- 2) JDO will consider necessity for police involvement
- 3) School to share all current information and reasonable enquires made at an allegations meeting (Allegations meeting can be called at any necessary point in the process)
- 4) Meeting will decide if school need to complete a fact find and/or investigation with support of HR

Doesn't meet JDO threshold

Referred back to Education as a case of professional conduct investigation:

Internal processes under relevant people policy to be implemented

- Outcome (of either JDO Managing Allegations process or internal investigation) must be recorded by the DSO on 'Record of Allegation' stipulating: False, Malicious, Unfounded, Unsubstantiated, Substantiated
- Outcome letter will be sent by JDO.
- Lessons learnt meeting or reflection to be considered.

