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.

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

Report Allegation to: School Headteacher

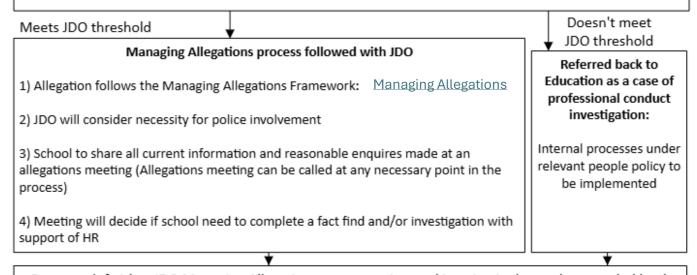
If the Headteacher is not available then report to the Deputy
Head who should inform the Headteacher as soon as possible.

Advice and initial discussion with:

DSO - Designated Safegaurding 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.
- 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.



- Outcome (of either JDO Managing Allegations process or internal inestigation) 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.