



Managing Allegations Policy

[This policy currently applies to New to Trust, St Bart's, St Benedict Biscop and Woodfield staff. We will seek to apply to other schools 12 months after they join the Trust in line with HR advice/TUPE regulations.]

CEO SIGNATURE

CHAIR OF TRUST BOARD SIGNATURE

Trust Board: 6.10.20 – subject to Union approval

Unions: 20.10.20 (no comments)

DATE

Annual or on updates

NEXT REVIEW DATE





St. Bartholomew's CE Multi Academy Trust Statement:

Managing Allegations against Staff, supply staff and Volunteers who work with Children & Young People

Safeguarding Children and Young People is the responsibility of everyone.

St Bartholomew's CE Multi Academy Trust is committed to safeguarding and expects all staff, supply staff and volunteers to share this commitment. All staff, supply staff and volunteers will receive appropriate training and guidance in relation to safeguarding / managing allegations.

Between them, this statement and the content of 'Keeping Children Safe in Education Part four: Allegations of abuse made against teachers and other staff' provide for the effective protection of children, and for allegations to be managed fairly, consistently and without delay.

Statement purpose

This statement sets out the action to be taken in the event that information comes to light, which indicates that a member of staff, supply staff or a 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; or**
- **Behaved towards a child or children in a way that indicates he or she would pose a risk of harm to – or may not be suitable to work with - children.**

This applies to any child the member of staff, supply staff or volunteer has contact with in their personal, professional or community life.

All staff, supply staff and volunteers must be aware of and act in accordance with the requirements of this statement, and with the content of 'Keeping Children Safe in Education Part one: Information for all school and college staff', which is regularly communicated and is readily available from the Office and on the school website.

Reporting information / an allegation:

If you have a concern, or you have received factual information, which indicates that a member of staff, supply staff or volunteer may have behaved in the manner described above, or has possibly committed a criminal offence against or related to a child:





You must:

- ✓ Report the information immediately and without delay to:
 - The Headteacher(HT)/Head of School(HOS).
 - If the HT/HOS is unavailable you must report to the Chief Executive Officer (“CEO”).
 - Should the allegation be against the HT/HOS you must report directly to the CEO.
 - If the CEO is unavailable you must report to the Chair of the Trust Board.
 - Should the allegation be against the CEO you must report directly to the Chair of the Trust Board.
- ✓ Report the facts.
- ✓ Make an accurate written record of your concerns, what you have witnessed or have been told. Give a copy of the record to the person to whom you have reported your concerns.
- ✓ Maintain strict confidentiality.

You must not:

- ✗ Keep information to yourself or promise confidentiality where information is disclosed to you or you witness anything of concern
- ✗ Make assumptions or judgements about what you have witnessed or been told; any concerns must be reported, it is the responsibility of people in clearly defined roles to consider the information.
- ✗ Attempt to deal with or investigate the concerns yourself.
- ✗ Take any action which may undermine an investigation such as discussing disclosures or information with alleged victims, witnesses or parents, asking people to provide statements or alerting the person in respect of whom concerns have come to light.

How an allegation will be managed

Part four of Keeping Children Safe in Education ‘Allegations of abuse made against teachers and other staff’, sets out the statutory framework for managing allegations. It is the responsibility of the Senior Leadership Team and the School Designated Safeguarding Lead to be fully familiar with and act in accordance with ‘Keeping Children Safe in Education Part four: Allegations of abuse made against teachers and other staff’

The HT/HOS will normally undertake the role of ‘Case Manager’ [but may delegate as appropriate], and will immediately discuss the information / allegations that have been reported with the Designated Officer.





Where there is an immediate risk to a child or children, or evidence of a criminal offence, a decision may be taken to contact the Police directly in the first instance.

The contact details for the Designated Officer for Wolverhampton City Council are:

Tel: **01902 550661**

Address: Safeguarding Service, Wolverhampton City Council, Priory Green Office,
Whitburn Close, Pendeford, Wolverhampton. WV9 5NJ

The contact details for the Designated Officer for Staffordshire County Council are:

Tel: **0800 1313 126**

Where a referral form for a Person in a Position of Trust (POT) meeting (also known as a Strategy Discussion) is requested by the Designated Officer this must be completed. The LADO will be able to advise accordingly.

Staff or volunteers who may be the subject of an allegation will receive appropriate support. Where available, employees will be given a copy of the relevant local Safeguarding Children Board information guide for staff facing allegations (where not available, advice will be provided by the LADO), and all requirements in 'Keeping Children Safe in Education Part four: Allegations of abuse made against teachers and other staff' will be observed including those in respect of confidentiality and record keeping.

Should circumstances arise whereby staff, supply staff or volunteers have concerns in relation to poor or unsafe practice, or potential failures within the school's safeguarding regime, which are such that immediate referral to the Police or DO is not required to safeguard a child/ren or young people, the school's Whistleblowing Procedure provides channels for them to raise their concerns. Staff, supply staff and volunteers have a duty to raise any such concerns and are encouraged to do so.

It is the expectation that all employees have read and understood 'Keeping Children Safe in Education Part four: Allegations of abuse made against teachers and other staff' paragraphs 195 to 246.

