



# St Philip Westbrook C of E Primary School

"Together we aim high and with God's love we can fly"

## **Managing Allegations Against Staff and Volunteers**

Date of Review	Action
08/02/18	Included link to WSCB's Policy and Procedures

## **Introduction**

The Governing Body of St Philip Westbrook Church of England Aided Primary School shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.

The Governing Body recognises its collective responsibility to safeguard and protect the welfare of children and young people in accordance with its statutory responsibility under Section 175 of the Education Act 2002 and where appropriate under the Children Acts.

## **Responsibility of the school**

All schools are under an absolute duty to promote and safeguard the welfare of children at their school. At St Philip Westbrook Church of England Aided Primary School we take this responsibility seriously, and ensure that any allegations of abuse made against a teacher, other member of staff or volunteer in the school is dealt with fairly, quickly and consistently, in accordance with the Warrington Safeguarding Children Board's (WSCB) policy and procedures for dealing with 'Allegations Against Staff or Volunteers'. This policy is not printed or downloaded by the school as it accessed online so that it is always up to date and can be viewed in full by following the link below:

[http://www.proceduresonline.com/pancheshire/warrington/p\\_alleg\\_against\\_staff.html](http://www.proceduresonline.com/pancheshire/warrington/p_alleg_against_staff.html)

The school will manage all allegations against staff and/or volunteers by following the procedures outlined in the WSCB's Allegations Against Staff or Volunteers Policy and has a nominated 'Designated Person'-

- **Jacqui Wightman, Headteacher** or, in her absence,
- **Angela Deakin, Deputy Headteacher**
- **If the allegation relates to the Headteacher then the Chair of Governors, Kate Strickland-Wright, needs to be contacted.**

The Designated Person will liaise with the Local Authority's Designated Officer (LADO) on all matters of concern which meet any of the following criteria:

### **It appears that the person has:**

- 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.
- behaved in an inappropriate way towards a child which may indicate that he or she is unsuitable to work with children.

### **In addition, these procedures will be used:**

- if there are concerns about the person's behaviour towards their own children.
- if there are concerns about children unrelated to their employment or voluntary work, and there has been a recommendation from a strategy discussion that consideration should be given to the risk posed to children they work with.

- when an allegation is made about abuse that took place some time ago and the accused person may still be working or having contact with children.

The school will **not** attempt to manage allegations or concerns which meet any of the above criteria, through other mechanisms such as the School Complaints Procedure or Disciplinary Procedures, unless written agreement to do so has been confirmed by the LADO.

**LADO – Fiona Walker – 01925 443102**  
**Assistant LADO Beki Byron – 01925 443103**

St Philip Westbrook Church of England Primary School will provide the LADO, the Police and Children's Social Care with any personal data/information about staff members, governors, children or parents which the said organisation(s) deem relevant to child protection enquires.

If the parents/carers of the child concerned are not already aware of the allegation, the LADO will discuss how and by whom they should be informed.

In some circumstances the school may advise parents/carers of an incident involving their child straight away, for example, if the child has been injured while at school or in a school related activity and requires medical treatment.

The Headteacher takes advice from the LADO as to when to inform the accused person about the allegation.

If the person is in a Union or a Professional Association they will be advised to contact that organisation and access to counselling services will be made available.

The school will work closely with LADO, who has overall responsibility for oversight of the procedures for dealing with allegations. The school will attend all strategy meetings organised to discuss allegations made against staff and/or volunteers and, will provide the meeting with any necessary reports as required.

Any investigation will be carried out in confidence. Every effort will be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

No one in the school may provide any information to the Press or Media that might identify an individual who is under investigation.

No one in the school may disclose any information to anyone about the details of an investigation, as this may prejudice the right of the person under investigation to a fair hearing. The school will ensure that a comprehensive summary of any allegations made are kept on an individual's personnel file and a copy is provided to the person concerned.

The purpose of the record is to enable accurate information to be given in response to any future request for reference. At the conclusion of the investigation, if the person under investigation is exonerated, the school will write to the person confirming this, and send a copy to the LADO and place a copy on the person's personnel file.

The school will endeavor to follow the timescales set out in the guidance for such investigations, as long as this is consistent with a fair and thorough investigation. However, it is acknowledged that serious and complex allegations are unlikely to be resolved quickly, particularly where specialist evidence is needed or the matter comes to a contested trial.

The school will co-operate in supplying statistical information required by the LADO for Department of Education (DfE) returns and WSCB for monitoring purposes.

In cases where it is decided that a person who has been suspended can return to work, the school will consider how best to facilitate that.

At the conclusion of a case in which an allegation is substantiated the Headteacher and Chair of Governors will review the case with the LADO to determine whether there are any improvements to be made to the school's practice to help prevent similar events in the future.

In the rare event that an allegation is shown to have been deliberately invented or malicious, the Headteacher will consider whether any disciplinary action is appropriate against the pupil or person who made it.

The police will be asked to consider whether any action might be appropriate against the person responsible if they are not a pupil.

In some cases, the school will need to consider an investigation case in which normal disciplinary procedures do not apply, and may need to act jointly with another organisation.

This would be necessary when, for example, an allegation is made against a supply teacher provided by an employment agency or against a person employed by a contractor, or a volunteer provided by a voluntary organisation. In some cases normal disciplinary procedures may not be appropriate because the person is a volunteer or self-employed.

In cases such as this, the school will not have a direct employment relationship with the individual, the school will co-operate in an investigation, and in reaching a decision about whether to continue to use the person's services, or to provide the person for work with children in future, and whether to report the person to the DfE.

The staff will be made aware of and have access to the contact details for the NSPCC Whistleblowing helpline **0800 028 0285** or email: **help@nspcc.org.uk**

### **Collective Responsibility of the Governing Body**

The Governing Body will appoint a nominated Governor with responsibility for Child Protection who will monitor and review arrangements within the school for managing allegations against staff and volunteers.

**June Dunning – Safeguarding & Child Protection Governor**

The Governing Body will ensure that all members of staff and volunteers read the school's Safeguarding Policy and Child Protection Procedures and that this is recorded, for example within Volunteers records or Personnel files. This should be formed as part of the Induction Procedures for staff and volunteers.

The Governing Body will ensure that the school operates an incident recording system whereby staff and/or volunteers record unusual incidents, issues or actions involving adults and children/young people which they feel may possibly be misconstrued at a later date. The school will ensure that any such issues, incidents or actions which are of immediate concern in accordance with child protection or other school procedures, will be actioned in accordance with agreed arrangements and protocols.

## **Disability Equality Impact Assessment**

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.