

# Safer Recruitment and Allegations Management Policy



Overley Hall  
School

Approved by: Senior Leadership Team

Date: 01.09.24

Next review due 01.09.25

by:

09/08/24

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## Aim

Overley Hall School adopts a consistent and thorough process of safe recruitment to ensure that those recruited are suitable to work with our learners without exception.

The principles of safe recruitment are also included in the terms of all contracts drawn up between Overley Hall School and contractors or agencies who provide services for and to children for whom we are responsible.

## Introduction

Overley Hall School is committed to safeguarding and promoting the welfare of the children, young people and vulnerable adults (our learners) attending our school. Our school population due to their learning needs and diagnosis are highly vulnerable and therefore it is critical that all stages of Safer Recruitment are followed to ensure that no risks/ chances are taken. To protect and safeguard our children this Safer Recruitment and Allegations Policy has been written in accordance with Working Together to Safeguard Children (2023), Keeping Children Safe in Education (KCSIE) Part 3 (2024) and the Safeguarding and Child Protection Policy.

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

## STAGES OF THE RECRUITMENT PROCESS





### Decision to recruit

The interview panel should understand their role and safer recruitment responsibilities. The panel will include staff member who has been trained in the safer recruitment process.

The job description should include a reference to the responsibility for safeguarding and promoting the welfare of children (where appropriate depending on role/position).

### Advertising for the post

When advertising roles, we will make clear:

-  Our school's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults and the expectation that all staff share this commitment.
-  That safeguarding checks will be undertaken through various Safer Recruitment methods including our legal obligation to process an enhanced DBS check for successful candidates.
-  The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children, young people and vulnerable adults.
-  Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendments Orders 2020/2023). If the role is exempt, certain spent convictions and cautions are "filtered" so they do not need to be disclosed, and if they are disclosed, we cannot take them

into account.

It is the policy of Overley Hall School not to employ applicants who have a personal relationship/connection with the children, young people and vulnerable adults who attend Overley Hall School and reside in our Children's Home.

The recruitment advertisement will inform readers that our children, young people and vulnerable adults have a primary diagnosis of autism and associated learning difficulties, and as such applicants must have an inclusive and compassionate approach to their work.

### **Application Process**

Application forms have been designed to ensure that all potential applicants provide the relevant information as follows:

- a. Current and former names, current address, national insurance number and evidence of eligibility to work in the UK.
- b. Full details of qualifications relevant to the position applied for including awarding body and dates of award.
- c. Teachers will need to provide TRN number and QTS evidence.
- d. Declaration of any family members or close relationships to existing or potential employees or employers.
- e. Details of referees – one of whom must be the applicants current or most recent employer. For an employee not currently working with children and vulnerable adults, but who has done so in the past it is important that the second referee must be from the last place worked with Children, young people or vulnerable adults.
- f. A statement from the applicant of their personal qualities and experience, which they believe meets the person specification.
- g. We include a statement saying that it is an offence to apply for the role if the

applicant is barred from engaging in regulated activity relevant to children and vulnerable adults (where the role involves this type of regulated activity). We also explain that the post is exempt from the Rehabilitation of Offenders Act 1974, and as such requires a signed statement that the individual is not on either Barred List, and disqualified from working with children/vulnerable adults or subject to sanctions imposed by a regulatory body, and either has no sanctions, cautions or bind-overs, or has attached details of their record in a sealed envelope marked confidential.

- h. Applicants are informed where they can find the Child protection and safeguarding policy.
- i. Application packs will include information about autism and the range of learning difficulties/disabilities, our person-centred and child-led approaches to help potential applicants become better informed prior to application.
- j. A note is added to the application form that in line with the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR) and [ICO guidelines](#) that all personal data will be handled and processed fairly and lawfully and that their information will be held safely and securely.



## Shortlisting

Our shortlisting process will involve at least 2 people and whilst reviewing the application form they will:

- 🌸 Consider any inconsistencies and look for gaps in employment and reasons given for them.
- 🌸 Consider reasons for leaving.
- 🌸 Compare experience and qualifications with Job Specification and Job Description.

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- 🌸 Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, young people and vulnerable adults, so that they have the opportunity to share relevant information and discuss it at interview. The company request this information a minimum of 1 day prior to interview or reserve the right to withdraw the offer of interview.

The information we will request includes:

- 🌸 If they have a criminal history
- 🌸 Whether they are included on the barred list
- 🌸 Whether they are prohibited from teaching
- 🌸 Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
- 🌸 Any relevant overseas information

- ✿ Sign a declaration confirming the information they have provided is true

We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

### **Taking up references for short listed candidates**

We will contact at least one referee prior to the interview. References will be sought for all short-listed candidates including the most recent employer, using the proforma reference request forms. All references received must be countersigned by the Principal Head Teacher if the last employment was within a school. These should then be scrutinised to identify any gaps or contradictions, which will then be explored at interview.

When seeking references, we will:

- ✿ Not accept open references
- ✿ Liaise directly with referees and verify any information contained within references with the referees.
- ✿ Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher as accurate in respect to disciplinary investigations.
- ✿ Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed.
- ✿ Secure a reference from the relevant employer from the last time the candidate worked with children or vulnerable adults if they are not currently working within the sector.

- 🌸 Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate.
- 🌸 Resolve any concerns before any appointment is confirmed.

Prior to the interviewing process, potential candidates will be shown around the school, receive short talks by senior staff to provide information about how autism and learning difficulties impact on our children and young people and how this could impact on them if they were to be successfully employed.

### The Interview Process

The interview process will be conducted by at least a panel of three people (preferably including those on the shortlisting panel (to maintain consistency)). At least one of the interview panel must have undergone Safer Recruitment training and this must be recorded in the interview process notes. Interviews will be on a face-to-face basis and the same panel will see all of the candidates.

A member of the HR department will carry out some of the required pre-employment checks at this stage. Which include;

- a. Verification of the applicant's identity address and photo identification in line with our DBS gathering policy and process
  - b. Right to work in the UK (a national insurance number does not automatically indicate this right)
  - c. Academic and vocational qualifications from original documentation where applicable
  - d. All candidates should bring to interview documentary evidence as detailed in the Asylum and Immigration Act and in line with DBS requirements.
- [www.ukimmigration.com./employer/ukworkpermit14.htm](http://www.ukimmigration.com./employer/ukworkpermit14.htm)
  - [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)
- e. The interview process will explore the applicant's ability to carry out the content required and specified within the job description and their ability to

meet the relevant person specification designed for the role.

- f. The interview process will enable the panel to explore any anomalies or gaps which have been identified, to satisfy themselves that the chosen applicant meets the safeguarding and safer recruitment criteria identified above.
- g. Consideration including discussion with the candidate will also need to be given to any information regarding previous records of cautions or convictions, including any DBS information provided within a sealed envelope.

The interviews will also explore any potential areas of concern aim to determine the applicant's suitability to work with our children.

Areas that may be further investigated may be:

- 🌸 implication that adults and children are equal.
- 🌸 lack of recognition and/or understanding of the vulnerability of our children
- 🌸 inappropriate idealisation of children
- 🌸 inadequate understanding of appropriate boundaries between adults and children,
- 🌸 indicators of negative safeguarding behaviours.

Any information about past disciplinary action or substantiated allegations will be considered in the circumstances of the individual case.

Due to our learner's needs and understanding it is unlikely that they can be included in the recruitment process, however senior managers are always alert to opportunities that may arise.

All information considered in decision making should be clearly recorded along with decisions made.

## Pre-employment

Prior to commencement of employment a record of the recruitment and vetting checks for all new staff, including any volunteers, will have been undertaken. Information will be recorded on the Single Central Record and on correlating staff files for reference and information purposes.

### **New staff**

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- a) Verify the candidate's identity in line with KCSIE and recruitment processes relevant forms of identification will be obtained
- b) Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity. We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken
- c) Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- d) Verify their mental and physical fitness to carry out their work responsibilities.
- e) Carry out a post-offer employment check
- f) Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards

- g) Verify their professional qualifications, as appropriate, including HCPC checks and registration for clinicians
- h) Verification of any relevant professional status and whether any restrictions have been imposed by a regulatory body such as the Teacher Regulation Agency and the Health & Care Professionals Council (HCPC)
- i) Ensure they are not subject to a prohibition order if they are employed to be a teacher through DfE services
- j) Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:
  - 🌸 For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
  - 🌸 For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked, confirming that they have not imposed any sanctions or restrictions on that person, and/or are aware of any reason why that person may be unsuitable to teach
  - 🌸 Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state

In addition to the checks outlined above a pre-employment health check will be completed, as well as obtaining an enhanced DBS disclosure. For teachers the school will verify successful completion of the statutory NQT induction period where required. Any offer made to a candidate will be conditional and based upon all pre-employment checks being completed satisfactorily.

### **Existing staff**

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- 🌸 There are concerns about an existing member of staff's suitability to work with children; or
- 🌸 An individual moves from a post that is not regulated activity to one that is; or
- 🌸 There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- 🌸 We believe the individual has engaged in [relevant conduct](#); or
- 🌸 We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#); or
- 🌸 We believe the 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- 🌸 The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left





### **Agency and third-party staff**

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

## Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract).

This will be:

-  An enhanced DBS check with barred list information for contractors engaging in regulated activity
-  An enhanced DBS check, not including barred list information, for all contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children
-  We will obtain the DBS check for self-employed contractors who are not on the Update Service
-  We will obtain the DBS check for self-employed contractors but will not keep copies of such checks for longer than 6 months.

We will record all such checks on our SCR.











Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.



## Service Level Agreements (SLA's)

In respect of Service Level Agreements (SLA's) our checks will include:

-  A professional visit to look around, meet the Education Management Team (EMT), have a tour of school and meet our learners with support.
-  Original Professional Qualifications will be viewed and stored.
-  Carry out an interview or a hold detailed professional discussion.
-  ID checks will be carried out.
-  Enhanced DBS check with barred list checks will be carried out. We will then check DBS using the online service (if registered for the update service).
-  Written references will be sought and taken up and verified verbally.
-  HCPC Registration (if appropriate) checks are carried out and copies printed off. The number noted on SCR – checked when due for renewal.
-  Insurance / Public Liability / Professional indemnity checked annually.
-  Induction will commence prior to working with learners to the safety of all. A main focus will be Safeguarding and Child Protection training. There is also an expectation that Behaviour Support Plans and Risk Assessments are read, discussed and understood prior to working with our learners.
-  Audits of staff files will take place to ensure all checks have been completed and are compliant with standards.

### **Staff working in alternative provision settings**

Where we place a learner with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform. A member of Overley Hall School staff will always be present to support our learner at an alternative provision setting.



### **Trainee/student teachers**

If/where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

### **Volunteers**

We will:

-  Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
-  Always obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity

### **Proprietors/Support & Scrutiny Board members**

The proprietor will have their DBS check countersigned by the secretary of state.

The proprietors and Support & Scrutiny Board members will have the following

checks:

- 🌸 Enhanced DBS check with Barred list
- 🌸 A section 128 check (to check prohibition on participation in management under section 128 of the Education and Skills Act 2008).
- 🌸 Identity
- 🌸 Right to work in the UK
- 🌸 Other checks deemed necessary if they have lived or worked outside the UK

### **Adults who supervise pupils on work experience**

When organising work experience, we will ensure that policies, risk assessments and procedures are in place to protect children from harm. Our learners are always supported by school staff when on work experience.

We will consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

### **Induction**

All members of staff will be given an induction programme which will clearly identify the school policies and procedures, including child protection, and make

clear the expectations and code of conduct which will govern how staff carry out their roles. This will give the opportunity to provide discussion of any relevant issues. The Safeguarding and Child Protection, anti-bullying, equality and diversity, physical intervention/restraint, intimate care and allegations management as contained within this policy. Please see our Induction Policy.

### **Ongoing employment**

Overley Hall School recognises that safer recruitment and selection does not just pertain to the start of their employment, but is an ongoing process for all staff, as identified through; recruitment, CPD, Mandatory training, Supervision and performance management.

We provide a range of opportunities where concerns can be raised, such as supervision, meetings, whistleblowing, informal discussions, staff surveys and formal discussions, so that staff see, feel and hear that the Overley Hall safeguarding culture embraces and communicates a clear framework of safety to employees, caregivers, local authorities, parents and pupils.

As a service we will monitor concerns and issues as they arise, through the use of attuned strategies which will seek to continually improve the environment, for the benefit of colleagues, children and commissioning authorities and families.

## Allegations of abuse made against staff Policy

### (to be read alongside the Low-Level Concerns Policy)

#### Section 1: allegations that may meet the harms threshold.

This section is based on 'Section 1: Allegations that may meet the harms threshold' in part 4 of Keeping Children Safe in Education.

This section of this policy applies to all cases in which it is alleged that a current member of staff, including a supply teacher, volunteer or contractor has:

- ✿ Behaved in a way that has harmed a child, or may have harmed a child, and/or
- ✿ Possibly committed a criminal offence against or related to a child, and/ or
- ✿ Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children, and/ or
- ✿ Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place both inside and outside of school

It applies regardless of whether the alleged abuse took place in the school. Allegations against a teacher who is no longer teaching and historical allegations of abuse will be referred to the police.

If we're in any doubt as to whether a concern meets the harm threshold, we will consult our local authority designated officer (LADO).





We will deal quickly, with any allegation of abuse against a member of staff or volunteer, in a fair and consistent way that provides effective child protection whilst professionally supporting the individual who is the subject of the allegation.

Our procedures for dealing with allegations will be applied with common sense and judgement.

### **Suspension of the accused until the case is resolved**

Suspension will not be the default position and will only be considered in cases where there is reason to suspect that a child or other children is/are at risk of harm, or the case is so serious that it might be grounds for dismissal. In such cases, we will only suspend an individual if we have considered all other options available and there is no reasonable alternative.

Based on an assessment of risk, we will consider alternatives such as:

-  Redeployment (where possible) so that the individual does not have direct contact with the child or children concerned
-  Providing an assistant to be present, in circumstances deemed to be appropriate, to be present when the individual has contact with children
-  Redeploying the individual to alternative work in the school (where possible) so that they do not have unsupervised access to children
-  Temporarily redeploying the individual to another role in a different location or enabling them to work from home

## Definitions for outcomes of allegation investigations

**Substantiated:** there is sufficient evidence to prove the allegation

**Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive



**False:** there is sufficient evidence to disprove the allegation

**Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation (this does not imply guilt or innocence)

**Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made

## Procedure for dealing with allegations

In the event of an allegation that meets the criteria above, the headteacher (or chair of governors/proprietor where the headteacher is the subject of the allegation) – the ‘case manager’ – will take the following steps:

-  Conduct basic enquiries in line with local procedures to establish the facts to help determine whether there is any foundation to the allegation before carrying on with the steps below
  
-  Discuss the allegation with the designated officer at the local authority – LADO. This is to consider the nature, content and context of the allegation and agree a course of action, including whether further enquiries are necessary to enable a decision on how to proceed, and whether it is necessary to involve the police and/or children’s social care services.

(The case manager may, on occasion, consider it necessary to involve the police *before* consulting the designated officer – for example, if the accused individual is deemed to be an immediate risk to children or there is evidence of a possible criminal offence. In such cases, the case manager will notify the designated officer as soon as practicably possible after contacting the police)

🌸 Inform the accused individual of the concerns or allegations and likely course of action as soon as possible after speaking to the designated officer (and the police or children’s social care services, where necessary). Where the police and/or children’s social care services are involved, the case manager will only share such information with the individual as has been agreed with those agencies

🌸 Where appropriate (in the circumstances described above), carefully consider whether suspension of the individual from contact with children at the school/home is justified or whether alternative arrangements such as those outlined above can be put in place. Advice will be sought from the LADO, police and/or children’s social care services, as appropriate

🌸 Where the case manager is concerned about the welfare of other children in the community or the individual’s family, they will discuss these concerns with the DSL and make a risk assessment of the situation. If necessary, the DSL may make a referral to children’s social care

- **If immediate suspension is considered necessary**, agree and record the rationale for this with the designated officer. The record will include information about the alternatives to suspension that have been considered, and why they were rejected. Written confirmation of the suspension will be provided to the individual facing the allegation or concern within 1 working day, and the individual will be given a named contact at the school and their contact details
- **If it is decided that no further action is to be taken** in regard to the subject



of the allegation or concern, record this decision and the justification for it and agree with the designated officer what information should be put in writing to the individual and by whom, as well as what action should follow both in respect of the individual and those who made the initial allegation





- **If it is decided that further action is needed**, take steps as agreed with the designated officer to initiate the appropriate action in school and/or liaise with the police and/or children's social care services as appropriate
- Provide effective support for the individual facing the allegation or concern, including appointing a named representative to keep them informed of the progress of the case and considering what other support is appropriate.
- Inform the social worker, parents or carers of the child/children involved about the allegation as soon as possible if they do not already know (following agreement with children's social care services and/or the police, if applicable). The case manager will also inform the parents or carers of the requirement to maintain confidentiality about any allegations made against teachers (where this applies) while investigations are ongoing. Any parent or carer who wishes to have the confidentiality restrictions removed in respect of a teacher will be advised to seek legal advice
- Keep the parents or carers of the child/children involved informed of the progress in relation to their child – no information will be shared regarding the staff member.
- Make a referral to the DBS where it is thought that the individual facing the allegation or concern has engaged in conduct that harmed or is likely to harm a child, or if the individual otherwise poses a risk of harm to a child

If the school is made aware that the secretary of state has made an interim prohibition order in respect of an individual, we will immediately suspend that individual from teaching, pending the findings of the investigation by the Teaching Regulation Agency.

Where the police are involved, wherever possible the Proprietor will ask the police at the start of the investigation to obtain consent from the individuals involved to share their statements and evidence for use in the school's disciplinary process, should this be required at a later point.

### **Additional considerations for supply staff**

If there are concerns or an allegation is made against someone not directly employed by the school, such as supply staff provided by an agency, we will take the actions below in addition to our standard procedures.

-  We will not decide to stop using a supply teacher due to safeguarding concerns without finding out the facts and liaising with our local authority designated officer to determine a suitable outcome
-  The Support & Scrutiny Board will discuss with the agency whether it is appropriate to suspend the supply teacher, or redeploy them to another part of the school, while the school carries out the investigation
-  We will involve the agency fully, but the school will take the lead in collecting the necessary information and providing it to the local authority designated officer as required
-  We will address issues such as information sharing, to ensure any previous concerns or allegations known to the agency are taken into account (we will do this, for example, as part of the allegations management meeting or by liaising directly with the agency where necessary)

When using an agency, we will inform them of our process for managing

allegations, and keep them updated about our policies as necessary, and will invite the agency's HR manager or equivalent to meetings as appropriate.

### Timescales

We will deal with all allegations as quickly and effectively as possible and will endeavour to comply with the following timescales, where reasonably practicable:

- 🌸 Any cases where it is clear immediately that the allegation is unsubstantiated or malicious will be resolved within 1 week
- 🌸 If the nature of an allegation does not require formal disciplinary action, we will institute appropriate action within 3 working days
- 🌸 If a disciplinary hearing is required and can be held without further investigation, we will hold this within 15 working days

### Specific actions

Action following a criminal investigation or prosecution

The case manager will discuss with the local authority's designated officer whether any further action, including disciplinary action, is appropriate and, if so, how to proceed, taking into account information provided by the police and/or children's social care services.

### Conclusion of a case where the allegation is substantiated

If the allegation is substantiated and the individual is dismissed or the school ceases to use their services, or the individual resigns or otherwise ceases to provide their services, the case manager and the school's personnel adviser will discuss with the designated officer whether to make a referral to the DBS for

consideration of whether inclusion on the barred lists is required.

If the individual concerned is a member of teaching staff, the case manager and personnel adviser will discuss with the designated officer whether to refer the matter to the Teaching Regulation Agency to consider prohibiting the individual from teaching.



### **Individuals returning to work after suspension**

If it is decided on the conclusion of a case that an individual who has been suspended can return to work, the case manager will consider how best to facilitate this.

The case manager will also consider how best to manage the individual's contact with the child or children who made the allegation, if they are still attending the school.

### **Unsubstantiated or malicious allegations**

If an allegation is:

-  Determined to be unsubstantiated, unfounded, false or malicious, the LADO and case manager will consider the appropriate next steps. If they consider that the child and/or person who made the allegation is in need of help, or the allegation may have been a cry for help, a referral to children's social care may be appropriate
-  Shown to be deliberately invented, or malicious, the school will consider whether any disciplinary action is appropriate against the individual(s) who made it

## Confidentiality and information sharing

The school will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

The case manager will take advice from the local authority's designated officer (LADO), police and children's social care services, as appropriate, to agree:

- 🌸 Who needs to know about the allegation and what information can be shared
- 🌸 How to manage speculation, leaks and gossip, including how to make parents or carers of a child/children involved aware of their obligations with respect to confidentiality
- 🌸 What, if any, information can be reasonably given to the wider community to reduce speculation
- 🌸 How to manage press interest if, and when, it arises

## Record-keeping

The case manager will maintain clear records about any case where the allegation or concern meets the criteria above and store them on the individual's confidential personnel file for the duration of the case.

The records of any allegation that, following an investigation, is found to be malicious or false will be deleted from the individual's personnel file (unless the individual consents for the records to be retained on the file).

For all other allegations (which are not found to be malicious or false), the following information will be kept on the file of the individual concerned:

- 🌸 A clear and comprehensive summary of the allegation
- 🌸 Details of how the allegation was followed up and resolved
- 🌸 Notes of any action taken and decisions reached (and justification for these, as stated above)
- 🌸 A declaration on whether the information will be referred to in any future reference

In these cases, the school will provide a copy to the individual, in agreement with children's social care or the police as appropriate.

Where records contain information about allegations of sexual abuse, we will preserve these for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry. We will retain all other records at least until the individual has reached normal pension age, or for 10 years from the date of the allegation if that is longer.

## References





When providing employer references, we will:

- 🌸 not refer to any allegation that has been proven to be false, unsubstantiated or malicious, or any history of allegations where all such allegations have been proven to be false, unsubstantiated or malicious.
- 🌸 Include substantiated allegations, provided that the information is factual and does not include opinions

## Learning lessons

After any cases where the allegations are *substantiated*, we will review the circumstances of the case with the local authority's designated officer to determine whether there are any improvements that we can make to the school's procedures or practice to help prevent similar events in the future.

This will include consideration of (as applicable):

-  Issues arising from the decision to suspend the member of staff
-  The duration of the suspension
-  Whether or not the suspension was justified
-  The use of suspension when the individual is subsequently reinstated. We will consider how future investigations of a similar nature could be carried out without suspending the individual.

For all other cases, the case manager will consider the facts and determine whether any improvements can be made.

## Non-recent allegations

Abuse can be reported, no matter how long ago it happened.

We will report any non-recent allegations made by a child to the LADO in line with our local authority's procedures for dealing with non-recent allegations.

Where an adult makes an allegation to the school that they were abused as a child, we will advise the individual to report the allegation to the police.

**Concerns that do not meet the harm threshold please see The Low-Level**

## Concerns Policy and Procedure.

### Related policies

This policy should be read in conjunction with;

- ✿ Low level Concerns Policy & Procedure
- ✿ Safeguarding and Child Protection Policy
- ✿ Allegations Management Policy
- ✿ The DBS Policy
- ✿ The Wellbeing and Mental Health Policy
- ✿ The Induction Policy