



***LEVEN CE (VC) PRIMARY SCHOOL  
Initial Allegation Management Procedures***

***Guidance for the Headteacher, Senior Managers and Chair of Governors.***

***This guidance is to provide practical advice at the point when an allegation is received immediately prior to contacting the Local Authority Designated Officer (LADO) for advice. Following that contact advice will be given and Statutory Guidance followed.***

This guidance should be read in conjunction with:

- 1) DfE Statutory Guidance 'Keeping Children Safe in Education' (April 2014)  
Part 4 - Allegations of Abuse against Teachers and other staff**
- 2) Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings DCSF (March 2009)
- 3) School Safe Working guidance/Code of Conduct (July 2014)
- 4) School Child Protection Policy (Sept 2014)
- 5) Whistle Blowing Policy (Sept 14)

The guiding principle for dealing with allegations against staff and volunteers is that;

*'It is essential that any allegation of abuse made against a teacher or other member of staff or volunteer in a school or college is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.'* (1)

The following Allegation procedures will be followed if there is a concern that a member of school staff, other visiting support staff or volunteer 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 towards a child or children in a way that indicates that s/he would pose a risk of harm to children if they work regularly with children

**Procedure**

- A. If there is a possibility that the any of the criteria above applies to the allegation received the Headteacher, governor or a senior member of staff designated to

deal with the allegation will follow the procedure set out in (I) and contact the Local Authority Designated Officer without delay.

- B. The Local Authority Designated Officer (LADO) should be informed of all allegations that come to a school or college's attention and might meet the criteria so they can consult police, children's social care services and HR as appropriate.
- C. If the Headteacher is unsure if the criteria apply then advice should be sought immediately from the LADO to discuss the matter and agree an initial course of action
- D. Many cases may well either not meet the criteria set out above, or may do so without warranting consideration of either a police investigation or enquiries by Children's Social Care. If so the LADO will advise accordingly and a record of advice and decisions will be agreed.
- E. If the allegation concerns the Headteacher the person making the allegation should do so to a Senior Manager or Chair of Governors. If this is difficult for any reason the LADO should be contacted.
- F. If an allegation is made against the headteacher to the headteacher s/he should designate a Senior Member of staff or contact the Chair of Governors immediately to ensure clear independence in dealing with the matter.
- G. Before contacting the LADO the headteacher (or other appropriate person as in E and F above) should obtain:
  - the name, Dob, and contact details of the child, the parents/carers and the person who is the subject of the allegation
  - details of any SEN the child may have
  - details of the allegation made and by whom
  - details of any potential witnesses
  - any relevant incident reports
- H. All involved in the matter must be made aware that strict rules of confidentiality must apply.
- I. Apart from this initial gathering of information an investigation should not be carried out until the LADO has been contacted which should be done without delay.
- J. The purpose of an initial discussion is for the LADO, and the Headteacher or principal, to consider the nature, content and context of the allegation and agree a course of action under the terms of the Statutory Guidance (1). The LADO may ask the senior manager to provide or obtain any additional information which may be relevant such as previous history, whether the child or their family have made similar allegations and the individual's current contact with children.

K. The LADO may need to consult other agencies immediately such as Children’s Social Care, the Police and HR before an initial, strategy is agreed. Consideration will need to be given to issues such as:

- course of action if allegation does not reach allegation threshold
- convening a strategy meeting and interim measures
- possible precautionary suspension or change of duties pending investigation
- informing parents/carers
- informing member of staff/volunteer.
- interviewing witnesses
- possible immediate Sec 47 police and Social Care investigation
- Support for the child and member of staff pending appropriate actions

L. If an allegation is initially received by Police, Social Care, ERSCB, or other agencies the LADO will contact the headteacher (or other appropriate) as soon as possible to consider the issues above and agree an initial strategy.

**Contact details**

Local Authority Designated Officer Tony Marsh	(01482) 392139 <a href="mailto:tony.marsh@eastriding.gcsx.gov.uk">tony.marsh@eastriding.gcsx.gov.uk</a> ERSCB Room AF 56 County hall Beverley
Local Authority Designated Officer Dave Finan	(01482) 396999 <a href="mailto:dave.finan@eastriding.gcsx.gov.uk">dave.finan@eastriding.gcsx.gov.uk</a> ERSCB Room AF 56 County hall Beverley
ER Children Social Care Golden Number	(01482) 395500 <a href="mailto:childrens.socialcare@eastriding.gcsx.gov.uk">childrens.socialcare@eastriding.gcsx.gov.uk</a>
ER Emergency Duty Team (out of hours)	(01377) 241273 <a href="mailto:emergency.duty.team@eastriding.gcsx.gov.uk">emergency.duty.team@eastriding.gcsx.gov.uk</a>
Humberside Police Protecting Vulnerable People Team	(01430) 808406