



# **SAFEGUARDING OF TEACHERS, OTHER STAFF AND VOLUNTEERS AGAINST ALLEGATIONS OF ABUSE**

**Presented to:  
Trustees  
30 November 2023**

Date approved:	30 November 2023 (adopted) Trustees Standards Committee
Consultation:	Staff and Union Consultation December 2023 (completed)
Date of next review:	Autumn 2026
Linked to other policies:	KCSIE Safeguarding Child Protection Policy Whistleblowing Policy Grievance Policy Staff Code of Conduct Policy Equality and Diversity Policy Public Sector Equality Duty Statement

Footnote:

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## 1.0 INTRODUCTION

- 1.1 This statement of procedures follows the DfE Statutory Guidance **Keeping Children Safe in Education** Part Four: **Allegations of abuse made against teachers and other staff which is available from the school office** and by searching [www.gov.uk](http://www.gov.uk)

It is about managing cases of allegations that might indicate that a person is unsuitable to continue to work with children in their present position, or in any capacity. It will be used in respect of all cases where it is alleged that an employee or a volunteer, or a person with permission to be on the premises or carrying out any activity on behalf of the school 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 he or she would pose a risk of harm to children;
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The last bullet point above includes behaviour that may have happened outside of school or College, that might make an individual unsuitable to work with children, this is known as transferable risk.

This will include allegations involving any type of abuse or neglect, including inappropriate relationships with students, grooming behaviour of any kind, possession of indecent photographs or images of children and other offences under the Sexual Offences Act 2003.

- 1.2 Any allegation of abuse will be dealt with as quickly as possible, in a fair, consistent and thorough way that provides effective protection for the child or children and at the same time deals fairly with the person who is the subject of the allegation.
- 1.3. It will also be used where low-level concerns are raised. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ - that an adult working in or on behalf of the school or college may have acted in a way that:
- Is inconsistent with the staff code of conduct,
  - Including inappropriate conduct outside of work; and
  - Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- Being over friendly with children;
- Having favourites;
- Taking photographs of children on their mobile phone contrary to school policy;
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- Humiliating children.

## 2.0 COMMUNICATING THE PROCEDURES

- 2.1 All members of the Senior Management Team (SMT) and the Designated Safeguarding Lead (DSL) with responsibility for Child Protection have a responsibility to ensure all staff know about and understand paragraph 3 below.
- 2.2 In accordance with the DfE Statutory Guidance, all staff must also read at least Part One of Keeping Children Safe in Education, which contains safeguarding information for all staff.

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- 2.3 All members of the SMT and the designated safeguarding lead have a responsibility to be familiar with the Statutory Guidance in its entirety.

### **3.0 REPORTING AN ALLEGATION**

3.1 Everyone who comes into contact with children and their families has a role to play in safeguarding children. If you have a concern that a person (as described in paragraph 1.1 above) may have behaved inappropriately or you have received information that may constitute an allegation you must:

- Report the facts to the Headteacher as soon as possible. All concerns will be listened to and managed appropriately; do not withhold information however trivial it may seem.
- In the absence of the Headteacher you must report the matter to the most senior person available who will carry out the Headteacher's duties in their absence. If the allegation concerns the Headteacher then the matter must be reported to the CEO by email via the PA to the CEO, or in writing in a sealed envelope marked confidential and addressed to the PA to the CEO.
- Make a signed and dated written record of your concerns, observations or the information you have received and give it to the Headteacher/CEO straight away.
- Maintain strict confidentiality.

3.2 You Must Not:

- Attempt to deal with the situation yourself.
- Make assumptions, offer alternative explanations or diminish or embellish the seriousness of the behaviour or alleged incidents.
- Keep the information to yourself or promise confidentiality.
- Take any action that might undermine any investigation or disciplinary procedure, such as disclosing confidential information, interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or parents/carers.

3.3 In the event that an adult has found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards the adult should self-refer this to those with designated safeguarding responsibilities. The Trust Board is committed to creating an environment where staff are encouraged and feel confident to self-refer.

### **4.0 DUTIES AND RESPONSIBILITIES OF THE HEADTEACHER**

4.1 The duties and responsibilities of the Headteacher are as described in Keeping Children Safe in Education Part Four: Allegations of abuse against teachers and other staff.

4.2 The contact details for the Local Authority Designated Officer are as follows:

- Peterborough City Council - Tel: 01733 864038

### **5.0 LOW-LEVEL CONCERNS**

5.1 A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:

- Is inconsistent with the staff code of conduct,
- Including inappropriate conduct outside of work; and
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- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- Humiliating children.

5.2 Low-level concerns will be dealt with in accordance with Part Four of Keeping Children Safe in Education.

5.3 All low-level concerns should initially be shared with the Headteacher. If concerns are initially raised to the DSL, then the DSL should inform the Headteacher of all low-level concerns in a timely fashion according to the nature of the concern.

5.4 Where concerns are raised the Headteacher will collect as much evidence as possible, this will usually involve speaking:

- Directly to the person who raised the concern, unless it has been raised anonymously
- To the individual involved and any relevant witnesses.

5.5 The information collected will help to categorise the type of alleged behaviour and determine whether any further action needs to be taken.

5.6 All low-level concerns will be recorded in writing. The record will include details of the concern, the context in which the concern arose, and any action taken. The name of the individual sharing their concern(s) will also usually be noted, if the individual wishes to remain anonymous then that should be respected as far as reasonably possible.

5.7 Records of low-level concerns raised will be retained for in accordance with the Trust's document retention schedule.

## **6.0 MONITORING AND REVIEW**

6.1 The Headteacher of each school within the MAT will be responsible for monitoring the implementation and effectiveness of this policy/procedure.

6.2 The Trust Board will review this policy in line with the procedure for policy review.

### **6.3 Date for Review**

If no other reason for review (see policy review procedure) this policy will be reviewed in 3 years.

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