

ST PAUL'S CATHOLIC COLLEGE



Statement of Procedures for Dealing with Allegations of Abuse against Staff

Reviewed	Summer 2023
Approved By	HT
Next Review Date	Summer 2024

Our Mission at St Paul's

Service to each other: learning to become a self-disciplined leader

Teaching that inspires me, that challenges me, that gives me a lifelong love of learning

Partnership at the heart of our school: a partnership between school, home and community

Achievement: learn and achieve beyond my expectations within an internationally-enriched curriculum, using world-class technology, with people who care

Understanding of me as an individual: staff who know me by name and help make my experience of school rich and happy

Love and respect experienced through our vibrant Catholic Christian community

Success: academically, spiritually, morally, socially and beyond the classroom

'Learn to Serve'

St Paul's is a community of faith echoing St Paul's letter to Timothy where, as hallmarks of Christian living Paul stresses "love... service and doing the best that is possible."

Safeguarding concerns and allegations against adults who work with children – referral to the Local Authority Designated Officer (LADO)

An allegation or concern raised about a member of staff may arise from a number of sources, for example, a report from a child, a concern raised by another adult in the organisation, or a complaint by a parent. It may also arise in the context of the member of staff and their life outside work or at home.

Procedure

1. This procedure should be used in all cases in which it is alleged a member of staff, including supply staff, volunteer in a school/college, or another adult who works with children 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; or*
 - *behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children*
 - *behaved or been involved in an incident outside of a setting which did not involve children but could impact on their suitability to work with children*
2. All adults working in school have duty to disclose to the headteacher (or chair of trustee where appropriate) where their relationships and associations both within and outside of the workplace (including online) may have implications for safeguarding children in school.
3. Examples of behaviours that would warrant an allegation or safeguarding concern by a member of staff could include:
 - Physical, for example intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects or rough physical handling.
 - Emotional, for example intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights, and attitudes which discriminate on the grounds of race, gender, sex, disability or sexuality.
 - Sexual, for example sexualised behaviour towards pupils, grooming, sexual harassment, sexual assault and rape, sending inappropriate messages through social media and other technologies.
 - Neglect which may include failing to act to protect a child or children, failing to seek medical attention or failure to carry out appropriate/proper risk assessment etc.
4. The person to whom an allegation or concern is first reported should treat the matter seriously and keep an open mind. **They should not:**
 - Investigate or ask leading questions.
 - Make assumptions or offer alternative explanations.
 - Promise confidentiality.

They should:

- Make a written record of the information (where possible in the child / adult's own words), including the time, date and place of incident/s, persons present and what was said.
 - Sign and date the written record.
 - Immediately report the matter to the designated safeguarding lead, or the deputy in their absence or where the designated safeguarding lead is the subject of the allegation report to the deputy or other appropriate senior manager.
 - Some, very serious allegations, should be immediately reported to the police – this will also enable prompt action to be taken to gather evidence from mobile phones etc.
5. A safeguarding complaint that meets the above criteria must be reported to the Headteacher immediately. If the complaint involves the head teacher then the next most senior member of staff must be informed and the chair of trustees. They will follow the processes outlined in this section.
6. **Initial action.** When informed of a concern or allegation, the Headteacher should not investigate the matter, but they should continue to gather factual information in regards to the incident and ensure any evidence is preserved. This fact-finding should be a neutral process and should not amount to an investigation of the incident. They should:
- Obtain written details of the concern / allegation, signed and dated by the person receiving it (not the child / adult making the allegation or the alleged person)
 - Approve and date the written details.
 - Record any information about times, dates and location of incident/s and names of any potential witnesses.
 - Record discussions about the child and/or member of staff, any decisions made, and the reasons for those decisions
7. **Deciding if it is an allegation of harm or a concern** Where a Headteacher determines that a safeguarding allegation does not meet the harm threshold in line with the criteria above they will refer the matter to be managed in line with low levels behaviour procedures by a designated manager with appropriate safeguarding training (case manager). It is important for Head teachers to carefully consider who in school is best placed to manage concerns that do not meet the harm threshold and ensure appropriate action is taken given the sensitive and confidential nature of the information relating to staff over time. In many cases Head teachers' may decide to retain this role in the event that they have appropriate safeguarding training.
8. All staff must fully understand that any adult behaviours that deviate from the Guidance for Safer Working Practice, including inappropriate conduct outside of work are a concern, even if they are low-level concerns that do not meet the harm test/allegations threshold. Examples of such behaviour include:
- Being over familiar with children
 - Having favourites
 - Taking photographs of children on their mobile phone
 - Engaging with a child on a one-to-one basis in a secluded area or behind a closed door;
or
 - Humiliating pupils
9. The Headteacher should ensure that the child is not at risk and where appropriate ensure that the child is referred to the local authority Duty and Advice team as referenced in Part 1 of KCSIE.

10. The case manager should gather as much information about the alleged incident as necessary in order to establish whether there is substance to the allegation.
11. **Low level Concerns:** In situations where the Headteacher determines that the harm test has not been met they must ensure that there is a clear record of the incident, include any actions (including whether any HR advice had been sought and actioned) taken to address the concern raised. This record must be kept confidential, stored securely and comply with the Data Protection Act 2018 and the UK GDPR (2018). Records of low level concerns will be reviewed so that any patterns of recurring low level concerns can be identified and responded to appropriately, this may include a referral to the LADO where repeated behaviours indicate an individual may not be suitable to work with children.
12. All low level concern records will be kept for by the school to at least the individual leaves their employment).
13. **Harm Threshold Met.** In situations where the Headteacher has sufficient information to suggest that the harm test/allegations threshold has been met, they must use the local authority designated officer (LADO) notification form (see Annex A) in order to assess the level of concern, prior to contacting the LADO. As part of this initial consideration, the Headteacher should consult with their school's HR Advisor/provider/contact or in the case of a supply member of staff the supply agency safeguarding lead/senior manager. The completed LADO notification form must be sent to LADO@surreycc.gov.uk within one working day of the allegation being made. This will assist the case manager and HR/supply agency senior manager in consultation with the LADO to decide on the most appropriate course of action. This includes when to inform the member of staff of the concerns raised. Parents or carers of the child or children involved should be told about the allegation as soon as possible if they do not already know of it.
14. The Headteacher must not carry out an investigation or directly interview any child/ witness/ or the individual whom the concern relates too, until the above process has been duly completed and relevant partners have been consulted. However, statements of any alleged incidents of harm should be obtained as appropriate at the earliest opportunity in order to establish facts from relevant individuals.
15. A multi-agency allegations management meeting may be arranged to look at the complaint in its widest context. The case manager must attend this meeting, which will be arranged by the LADO. All issues must be recorded and the outcome reached must be noted to ensure closure.
16. In many cases it may be appropriate to provide further training and support to staff/volunteers and ensure that they are clear about the expectations for their conduct.
17. In more serious cases, allegations may be investigated under the formal disciplinary procedures and, where allegations are upheld, formal warnings issued as well as specific training and support. In cases where children/young people may be at further risk and/or evidence/witnesses may be compromised and/or the allegations are so serious that they may, if upheld, constitute gross misconduct, suspension of the member of staff/volunteer may be appropriate and should be considered in line with the school's Disciplinary Policy.
18. Any staff/volunteers who are dismissed by the school for gross misconduct or cumulative misconduct relating to safeguarding of children/young people will be referred to the DBS for consideration of barring. Similarly, where the school has a reasonable belief that the member of staff/volunteer would have been dismissed by the school had they been

employed at the time of the conclusion of investigations, they will be referred to the DBS.
The school will keep written records of all of the above

- Duty LADO Contacts: 0300 123 1650 (option 3) or email LADO@surreycc.gov.uk

ANNEX A



NOTIFICATION OF ALLEGATION AGAINST A PROFESSIONAL

- *Do ensure that urgent medical treatment is sought if required, and that the child is supported.*
- *Please record information and facts given to you as soon as possible.*
- *Please do not attempt to obtain written statements from the child or young person concerned or ask leading questions.*
- *Do not discuss or inform the member of staff concerned that this referral is being made unless advised to by HR or one of the Local Authority Designated Officers.*
- *It is not your duty to investigate the allegation as this may lead to evidence being lost/contaminated or may even put the child, or others, at risk.*
- *This form is designed for both professionals, families and members of the public. Please state the allegation/safeguarding incident in the description section and the LADO will contact you if more is required.*

NAME OF ORGANISATION:

ADDRESS OF ORGANISATION:

NAME & DESIGNATION

TELEPHONE & EMAIL:

**DATE CONCERN
CAME**

DATE OF REFERRAL:

DETAILS OF CHILD (PLEASE COMPLETE A SEPARATE FORM FOR EACH CHILD)

Name:

Date of Birth:

Ethnic Group:

Address:

Postcode

Is the Child known to
Children's Social Care if
Yes give details
including name of
social worker:

Any Special Needs:

Name of parents/carers:
address if different from
above including dates of
birth if known:

Contact Number:

Name(s) and dates of
birth of Sibling(s):

DETAILS OF MEMBER OF STAFF

Name:

Date of Birth:

Ethnicity:

Address:

Telephone Number:

Position held in
Organisation:

Details of employer if
different from above:

Dates of Employment:

Date of last DBS check:

Other known work with children, ie scouts, church, youth work (paid/voluntary):

Details of any Previous Concerns:

WITNESSES

1. Name:

Role:

Contact Details: _____

2. Name: _____

Role: _____

Contact Details: _____

3. Name: _____

Role: _____

Contact Details: _____

**DESCRIPTION OF CIRCUMSTANCES AND CONTEXT OF THE ALLEGATION/INCIDENT/
CONCERN**

Date & Time of Incident: _____

Place of Incident: _____

Details and context of the incident: **(START BY STATING THE EXACT ALLEGATION AND DO NOT COPY & PASTE EMAILS/DISCUSSIONS)**

Details of any action taken by referring agency to safeguard the child/ren. ie suspension, medical attention:

To report an allegation against a professional please contact the Local Authority Designated Officer (LADO)

Please send completed forms to:

LADO@surreycc.gov.uk

The partnership procedures for managing allegations against professionals who work with children can be found at <https://surreyscb.procedures.org.uk/>

The following section to be completed by the LADO

ADVICE GIVEN BY THE LADO:

ACTION TAKEN BY THE LADO:

NAME:

DATE: