

27. Statement of procedures for dealing with allegations against staff

Included in the Safeguarding and Child Protection Policy - no.8, section 25. Copied section below (all references, see policy no.8):-

● Allegations against staff

- All school staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- All Staff should be aware of Surrey's Guidance on Behaviour Issues, and the school's own Behaviour Management policy.
- Guidance about conduct and safe practice, including safe use of mobile phones by staff and volunteers will be given at induction¹
- We understand that a pupil may make an allegation against a member of staff or staff may have concerns about another staff member.
- If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation or aware of the information, will immediately inform the Headteacher².
- The Headteacher on all such occasions will discuss the content of the allegation with the Local Authority Designated Officer (LADO)³ at the earliest opportunity and before taking any further action.
- If the allegation made to a member of staff concerns the Headteacher, the person receiving the allegation will immediately inform the Chair of Governors, who will consult the LADO as in 23.6 above, without notifying the Headteacher first. *[NB where the headteacher is also the sole proprietor of an independent school the concerns should be reported directly to the LADO]*
- The school will follow the Surrey procedures for managing allegations against staff, procedures set out in Keeping Children Safe in Education and the school's Managing Allegations policy and procedures.
- Suspension of the member of staff, excluding the Headteacher, against whom an allegation has been made, needs careful consideration, and the Headteacher will seek the advice of the LADO and an HR Consultant in making this decision.
- In the event of an allegation against the Headteacher, the decision to suspend will be made by the Chair of Governors with advice as in 23.9 above.
- Allegations regarding the proprietor of an independent school will be referred to the Local Authority Designated Officer [Independent Schools only]
- We have a procedure for managing the suspension of a contract for a community user in the event of an allegation arising in that context.
- Staff, parents and governors are reminded that publication of material that may lead to the identification of a teacher who is the subject of an allegation is prohibited by law. Publication includes verbal conversations or writing including content placed on social media sites.

¹ Refer to "Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings" available on the DfE website, also the SCC E-safety toolkit or Chair of Governors in the event of an allegation against the Headteacher

³ Duty LADO 0300 200 1006