



Managing Allegations Against Staff Policy 2024-2025

Allegations and complaints against staff can be minimised by having:

- Safer Recruitment strategies in place
- Appropriate induction and training
- Open and transparent safeguarding ethos
- Professional code of conduct
- Regular briefing and discussion of safeguarding issues
- Ensuring that children are aware of safeguarding issues through the curriculum

An allegation is any information which indicates that a member of staff/volunteer may have:

- 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 such a way that indicates he or she would pose a risk if harm if they worked regularly or closely with a child.

When an allegation is received:

- Take the matter seriously and keep an open mind.
- Do not investigate
- Do not promise confidentiality to the informant
- Make a written record of the allegation using the informant's words (including time, date and place where the alleged incident took place, what was said and anyone else present, sign and date)
- If the concerns are about the Manager or Owner, the Designated Safeguarding Lead must take the lead
- The Designated Safeguarding Officer or Manager must immediately contact the local authority Designated Officer(s) (LADO)
- Decisions must not be made without a discussion with the LADO
- Make a written record of discussions with LADO and others
- Make sure LADO has full details of the person against whom a concern has been raised and the person who is the subject of the concern

All staff must have good knowledge of the Whistleblowing, Complaints Procedures and LSCB procedures.

All staff should be aware of who they should take their concern to.

Safeguarding or child protection allegations about members of staff must be reported immediately to the manager and owner.

These concerns must be discussed immediately with the LADO.

Employers have a duty of care to their employees. They should ensure they provide effective support for anyone facing an allegation and provide the employee with a named contact if they are suspended

Key issues to note:

- Priority should be given to resolving the matter as soon as possible (usually within one month)
- Staff should not be automatically suspended
- Allegations found to be unfounded or malicious should be removed from personnel records
- Pupils/Staff and Parents making malicious allegations should face appropriate sanctions

To be considered under these guidelines, the allegation must meet the following criteria.

The person must have:

- 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 such a way that indicates he or she would pose a risk if harm if they worked regularly or closely with a child.

Initial Considerations

The designated person should immediately contact the local authority Designated Officer(s) (LADO). The LADO is responsible for the oversight of allegations against adults working in the local authority (Preschool staff, LA and foster carers), liaising with a range of agencies and ensuring such matters are dealt with consistently and in a timely fashion.



The initial discussion with the LADO will consider the nature of allegation and the course of action.

Actions to be agreed:

- What further information is required?
- Whether any immediate action needs to be taken to protect pupils
- When and what should the parents be told
- What should be said to the adult facing the allegation?
- Whether suspending the member of staff is required

Suspension should not be an automatic response. Suspension should only be considered where:

- children are at risk of serious harm
- where the concern is so serious that it would result in immediate dismissal
- The reason for suspension must be communicated to the person in writing within one day.
- Alternatives to suspension might include alternative work, the deployment of another adult to work alongside the accused person, moving the children or reallocating the classes involved.