



Services to Schools, Academies and other Educational Establishments



Managing Safeguarding Allegations

Employee Guidance

April 2016



Contents

1. Introduction
2. What will happen if an allegation is made against me?
3. What happens if I am suspended?
4. Can I resign whilst under investigation?
5. Will the allegation be kept confidential?
6. What will happen with regard to my DBS or professional record if I am dismissed?
7. What support is available to me?





1. Introduction

It is recognised that from time to time allegations will be made that an employee, volunteer or agency worker has behaved towards a child or young person in a way that:

- would potentially constitute a criminal offence against them
- indicates s/he is unsuitable to work with them
- has harmed/may have harmed/is likely to harm them

Any such allegation will be taken very seriously. However, we recognise that some allegations may be unfounded, unsubstantiated or malicious.

We know that this is a distressing and provide the following guidance which sets out what will happen in these circumstances.

2. What will happen if an allegation is made against me?

If an allegation of abuse is made against you, it will be reported to the LADO (Local Authority Designated Officer) who will ensure the correct investigation procedures are followed.

The LADO will agree with your Headteacher/Manager how and when you will be informed of the concern and this will be dependent on the nature of the allegation. If it becomes apparent that the allegation is demonstrably false, then you will be informed of this and no further action will be taken.

It may be necessary to hold a strategy meeting involving your Headteacher/Manager, HR, the LADO, representatives from police, social care or other agencies, as appropriate. The aim of the discussion will be to share relevant information and determine whether an investigation needs to be conducted by:

- Police - regarding any possible criminal offences
- The School/Council - under disciplinary rules and procedures

3. What happens if I am suspended?

You may be suspended from work or moved to other duties during the process of the investigation. These decisions rest with the employer and they will be guided by the strategy discussion.



If a suspension is being considered, an interview will be arranged by your Headteacher/Manager and the disciplinary procedure will be followed. The meeting will not be an examination of the evidence but an opportunity for you to make representation about the allegation.

Suspension, or a move to other duties, are neutral acts, not sanctions.

4. Can I resign whilst under investigation?

Your Headteacher/Manager will try to reach a conclusion regardless of whether you resign or otherwise cease to provide your services, or if you refuse to co-operate.

If you do decide to resign, your reference will refer to the disciplinary investigation and to its nature. Resignation will not prevent the School/Council's statutory duty to refer or any barring that may happen as a result of the investigation.

5. Will the allegation be kept confidential?

Your privacy will be respected and other people will only be told on a 'need to know' basis. If the matter becomes subject to speculation, the School/Council, after appropriate consultation, may need to issue a statement for relatives or to the public. Allegations relating to safeguarding will be kept according to the relevant retention schedule.

6. What will happen with regard to my DBS or professional record if I am dismissed?

If you are dismissed or you transfer to a new post because of a concern about behaviour towards a child or adult at risk of harm (regardless of whether there is a criminal conviction) you will be referred to the Disclosure and Barring Service (DBS), and a referral will be made to your professional body for their independent consideration.

7. What support is available to me?

We recognise that this can be a very stressful time and the following services are available to provide support:

- If you are a member of the trade union you can seek their support
- Your Headteacher/Manager (or a named individual) will provide you with updates of any investigations (including if you are suspended)
- Your GP