



# **POLICY FOR ALLEGATIONS OF ABUSE AGAINST TEACHERS & OTHER STAFF VOLUNTEERS**

**Presented to  
Trustees  
4 April 2017**

Date approved: <sup>1</sup>	4 April 2017
Date reviewed: <sup>2</sup>	18 November 2014 Personnel Committee
Date of next review: <sup>3</sup>	November 2019

<sup>1</sup> This is the date the policy was approved by the meeting

<sup>2</sup> This is the date the policy was reviewed prior to its approval above

<sup>3</sup> This is the date as set by the policy review clause or the date approved plus two years

Footnote:

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
- MAT refers to Multi-Academy Trust

## 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.**

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.

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.

## 2.0 COMMUNICATING THE PROCEDURES

- 2.1 All members of the Senior Management Team (SMT) and the designated safeguarding lead 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.
- 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 his/her absence. If the allegation concerns the Headteacher then the matter must be reported to the Chair of Trustees.
  - Make a signed and dated written record of your concerns, observations or the information you have received and give it to the Headteacher straight away.
  - Maintain strict confidentiality.

### Footnote:

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
- MAT refers to Multi-Academy Trust

### 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.

## 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 747474.

## 5.0 MONITORING AND REVIEW

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

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

### 5.3 Date for Review

If no other reason for review (see policy review procedure) this policy will be reviewed in November 2019.

#### Footnote:

- Headteacher also means Head of College and Principal
- School also means College, Academy or Academies
- MAT refers to Multi-Academy Trust