

Statement of Procedures for Dealing with Allegations of Abuse against Teachers and Other Employees and Volunteers



Lealands
High School

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Lealands High School

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1. Introduction

Lealands High School policies are designed to support the school ethos, aims and vision. Lealands is a positive learning community which is fully inclusive to ensure equality of opportunity for all.

Our aims are outlined in our Home School Agreement.

Our aims:

Excellence in everything we do

- Everyone achieves success and makes excellent progress
- We all continually improve what we do and work hard
- We care about being the best we can be and getting the best out of those around us

Everyone has responsibility

- To prepare young people for life and a positive future
- To ensure that school is a safe place
- To help and support others to grow and succeed

Respect for all

- Everyone is valued for their contribution
- All are cared for and supported so that needs are met
- We recognise and celebrate the talents, gifts and uniqueness of every individual

In order to achieve these aims students, parents and the school need to work in partnership.

Our vision is to be:

*Everyone **achieves excellence**, demonstrates **respect** for all and takes **responsibility** for their own actions, while helping others to be successful.*

We strive to achieve this vision in all that we do and staff, students, parents, governors, other school stakeholders and partners are all an important part of making this happen.

1.1 This Statement of Procedures follows the DfE Statutory Guidance Keeping Children Safe in Education Part four: Allegations made against/concerns raised in relation to teachers and other staff which is available on the Google Drive – LHS All Staff - Policies

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 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 they would pose a risk of harm to children.

This will include allegations involving any type of abuse or neglect, including inappropriate relationships with pupils, 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. Communicating the Procedures

- 2.1 All members of the senior management team and the designated safeguarding lead with responsibility for child protection have a responsibility to ensure that all employees know about and understand paragraph 3 below.
- 2.2 In accordance with the DfE Statutory Guidance, all employees should also read at least part one of Keeping Children Safe in Education, which contains Safeguarding information for all employees.
- 2.3 All members of the senior management team and the designated safeguarding lead have a responsibility to be familiar with the Statutory Guidance in its entirety.

3. Immediately 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 Case Manager (The Headteacher or Deputy Head in his absence) 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 Case Manager, you must report the matter to the most senior person available who will carry out the Case Manager's duties in their absence. If the allegation concerns the Case Manager, then the matter must be reported to the Chair of Governors.
 - Make a signed and dated written record of your concerns, observations or the information you have received and give it to the Case Manager straight away.
 - Maintain strict confidentiality.
- 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. Duties and Responsibilities of the Case Manager

- 4.1 The duties and responsibilities of the Case Manager 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 Designated Officer for Safeguarding are: Sam Ward, Deputy Headteacher, wards@lelamds.luton.sch.uk, 01582 611 600.
- 4.3 In all allegations made against staff relating to Safeguarding Children, the Local Authority Designated Officer (LADO) will be informed and consulted by the Headteacher or Senior Designated Safeguarding Officer.

5. Low Level Concerns

5.1 A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ - that an adult working in or on behalf of the school or college may have acted in a way that:

- is inconsistent with the staff code of conduct,
- including inappropriate conduct outside of work; and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- being over friendly 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,
- using inappropriate sexualised, intimidating or offensive language.

5.2 Low level concerns will be dealt with in accordance with Part Four of Keeping Children Safe in Education.

5.3 All low-level concerns should initially be shared with the Designated Safeguarding Lead. The DSL should inform the Headteacher of all low-level concerns in a timely fashion according to the nature of the concern.

5.4 Where concerns are raised the [job title – usually Headteacher or Principal] will collect as much evidence as possible, this will usually involve speaking:

- directly to the person who raised the concern, unless it has been raised anonymously;
- to the individual involved and any relevant witnesses.

- 5.5 The information collected will help to categorise the type of alleged behaviour and determine whether any further action needs to be taken.
- 5.6 All low-level concerns will be recorded in writing. The record will include details of the concern, the context in which the concern arose, and any action taken. The name of the individual sharing their concern(s) will also usually be noted, if the individual wishes to remain anonymous then that should be respected as far as reasonably possible.
- 5.7 Records of low level concerns raised will be retained for until the individual leaves their employment.