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## The Federation of Bedenham and Holbrook Primary Schools ALLEGATIONS OF ABUSE AGAINST STAFF 2017-18

### Procedure

This procedure should be used in all cases in which it is alleged a member of staff or volunteer in a 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; or
- **behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children**
- In dealing with allegations or concerns against an adult in the school, staff must:
- Report any concerns about the conduct of any member of staff or volunteer to the Headteacher/DSL as soon as possible
- If an allegation is made against the Head of School or Executive Headteacher, the concerns need to be raised with the Chair of Governors as soon as possible
- Once an allegation has been received by the Head of School, Executive Headteacher or Chair of Governors they will contact the Local Authority Designated Officer on 01962 876364 as soon as possible and before carrying out any investigation into the allegation other than preliminary enquiries.
- Inform the parents of the allegation unless there is a good reason not to
- In liaison with the LADO, the school will determine how to proceed and if necessary the LADO will refer the matter to children's social care and/or the police.
- If the matter is investigated internally, the LADO will advise the school to seek guidance from their personnel/HR provider in following procedures set out in 'keeping children safe in education' (Sept 2016) and the HSCB procedures.

Seen and agreed at FGB: 10.10.16

Reviewed Nov 2017 at policy committee 27.11.17

Agreed FGB 27.11.17

Heads of school

Chair of Governors