



**POLICY FOR DEALING WITH ALLEGATIONS OF  
ABUSE MADE AGAINST TEACHERS AND OTHER STAFF  
(INCLUDING VOLUNTEERS)  
(BASED ON GUIDANCE FROM KEEPING CHILDREN SAFE IN  
EDUCATION (KCSIE) PART FOUR)**

Document: C:\Policies\AllegationsofAbuseMadeAgainstTeachesandOtherStaff (CPT) v2 with front cover including contractors.docx	Page 1 of 12
Approved on 04.11.14 (refreshed March 2015, September 2016, June 2017)	Review Cycle: Annually

## 1 Summary

This policy has been produced, in accordance with DfE guidance (Keeping Children Safe in Education 2016). The policy will guide the Trust in managing cases of allegations that might indicate a person would pose a risk of harm if they continue to work in regular or close contact with children in their present position, or in any capacity. It will be used in respect of all cases in which it is alleged that a teacher or member of staff (including volunteers) of Castle Phoenix Trust ('the Trust') (which includes Hill Farm Primary School ('the school'), Kingsbury School ('the school') and Caludon Castle School ('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; or  
Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

## 2 Scope

This policy relates to members of staff who are currently working at the Trust regardless of whether the school is where the alleged abuse took place. Allegations against a teacher who is no longer teaching will be referred to the police. **Historical allegations of abuse will also be referred to the police.**

The Trust has a duty of care to its employees. The Trust will provide effective support for anyone facing an allegation and provide the employee with a named contact if they are suspended. The Trust will endeavour to deal with any allegation of abuse made against a teacher or other member of staff or volunteer in the school as quickly as possible, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

## 3 Initial considerations

The procedures for dealing with allegations will be applied with common sense and judgement. Many cases may well either not meet the criteria set out above, or may do so without warranting consideration of either a police investigation or enquiries by local authority children's social care services. In these cases, local arrangements will be followed to resolve cases without delay.

Some rare allegations will be so serious they require immediate intervention by children's social care services and/or police. The Local Authority Designated Officer (LADO) will be informed of all allegations that come to the Trust's attention and appear to meet the criteria so they can consult police and children's social care services as appropriate.

The following definitions will be used when determining the outcome of allegation investigations:

Document: C:\Policies\AllegationsofAbuseMadeAgainstTeachesandOtherStaff (CPT) v2 with front cover including contractors.docx	Page 2 of 12
Approved on 04.11.14 (refreshed March 2015, September 2016, June 2017)	Review Cycle: Annually

**Substantiated:** there is sufficient evidence to prove the allegation;

**Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;

**False:** there is sufficient evidence to disprove the allegation;

**Unsubstantiated:** there is insufficient evidence to either to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

In the first instance, the head teacher, or where the head teacher is the subject of an allegation, the chair of the board of directors or the chair of the local governing body, (the 'case manager') will immediately discuss the allegation with the LADO. The purpose of an initial discussion is for the LADO and the case manager to consider the nature, content and context of the allegation and agree a course of action. The LADO may ask the case manager to provide or obtain relevant additional information, such as previous history, whether the child or their family have made similar allegations previously and the individual's current contact with children. There may be situations when the case manager will want to involve the police immediately, for example if the person is deemed to be an immediate risk to children or there is evidence of a possible criminal offence. Where there is no such evidence, the case manager should discuss the allegations with the LADO in order to help determine whether police involvement is necessary.

The initial sharing of information and evaluation may lead to a decision that no further action is to be taken in regard to the individual facing the allegation or concern; in which case this decision and a justification for it will be recorded by both the case manager and the LADO, and agreement reached on what information should be put in writing to the individual concerned and by whom. The case manager will then consider with the LADO what action should follow both in respect of the individual and those who made the initial allegation.

The case manager will inform the accused person about the allegation as soon as possible after consulting the LADO. The case manager will provide them with as much information as possible at that time. However, where a strategy discussion is needed, or police or children's social care services need to be involved, the case manager will not do that until those agencies have been consulted, and have agreed what information can be disclosed to the accused. The Trust will consider carefully whether the circumstances of a case warrant a person being suspended from contact with children at the school or whether alternative arrangements can be put in place until the allegation or concern is resolved. All options to avoid suspension will be considered prior to taking that step.

If there is cause to suspect a child is suffering or is likely to suffer significant harm, a strategy discussion will be convened in accordance with *Working Together to Safeguard Children*. If the allegation is about physical contact, the strategy discussion or initial evaluation with the police should take into account that teachers

Document: C:\Policies\Allegations of Abuse Made Against Teachers and Other Staff (CPT) v2 with front cover including contractors.docx	Page 3 of 12
Approved on 04.11.14 (refreshed March 2015, September 2016, June 2017)	Review Cycle: Annually

and other Trust staff are entitled to use reasonable force to control or restrain children in certain circumstances including dealing with disruptive behaviour.

Where it is clear that an investigation by the police or children's social care services is unnecessary, or the strategy discussion or initial evaluation decides that is the case, the LADO will discuss the next steps with the case manager. In those circumstances, the options open to the Trust depend on the nature and circumstances of the allegation and the evidence and information available. This will range from taking no further action to dismissal or a decision not to use the person's services in future. Suspension will not be the default position: an individual should be suspended only if there is no reasonable alternative.

In some cases, further enquiries will be needed to enable a decision about how to proceed. If so, the LADO should discuss with the case manager how and by whom the investigation will be undertaken. In straightforward cases, the investigation would normally be undertaken by a senior member of the Trust.

However, in other circumstances, such as lack of appropriate resource within the Trust, or the nature or complexity of the allegation, there may be a requirement for an independent investigator. The Trust may arrange for an independent investigator through the local authority who should ensure that the Trust has access to an affordable facility for independent investigation where that is appropriate.

#### **4 Supporting those involved**

The Trust, as part of its duty of care, will act to manage and minimise the stress inherent in the allegations process. The Trust will support the individual(s) concerned informing them of concerns or allegations as soon as possible and giving an explanation of the likely course of action, unless there is an objection by the children's social care services or the police. The Trust will encourage the individual(s) to contact their trade union representative, if they have one, or a colleague for support. The individual(s) will also be given access to occupational health provision.

The case manager will appoint a named representative to keep the person who is the subject of the allegation informed of the progress of the case and consider what other support is appropriate for the individual such as access to the Trust's occupational health provision.. The Trust will keep employees who are suspended informed of both the progress of their case and current work-related issues. Social contact with colleagues and friends will not be prevented unless there is evidence to suggest that such contact is likely to be prejudicial to the gathering and presentation of evidence.

The Trust will inform parents or carers of a child or children involved about the allegation as soon as possible if they do not already know of it. However, where a strategy discussion is required, or police or children's social care services need to be involved, the case manager will not do so until those agencies have been

Document: C:\Policies\AllegationsofAbuseMadeAgainstTeachesandOtherStaff (CPT) v2 with front cover including contractors.docx	Page 4 of 12
Approved on 04.11.14 (refreshed March 2015, September 2016, June 2017)	Review Cycle: Annually

consulted and have agreed what information can be disclosed to the parents or carers. Parents or carers will be kept informed about the progress of the case, and told the outcome where there is not a criminal prosecution, including the outcome of any disciplinary process. The deliberations of a disciplinary hearing, and the information taken into account in reaching a decision, cannot normally be disclosed, but the parents or carers of the child would normally be told the outcome in confidence.

Parents and carers will also be made aware of the requirement to maintain confidentiality about any allegations made against teachers whilst investigations are on-going as set out in section 141F of the Education Act 2002 (see section 5 below). If parents or carers wish to apply to the court to have reporting restrictions removed, they will be told to seek legal advice.

In cases where a child may have suffered significant harm, or there may be a criminal prosecution, children's social care services, or the police as appropriate, should consider what support the child or children involved may need.

## 5 Confidentiality

The Trust will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. The Education Act 2002 introduced reporting restrictions preventing the publication of any material that may lead to the identification of a teacher who has been accused by, or on behalf of, a pupil from the same school (where that identification would identify the teacher as the subject of the allegation). The reporting restrictions apply until the point that the accused person is charged with an offence, or until the Secretary of State or the General Teaching Council for Wales publishes information about an investigation or decision in a disciplinary case arising from the allegation. The reporting restrictions also cease to apply if the individual to whom the restrictions apply effectively waives their right to anonymity by going public themselves or by giving their written consent for another to do so or if a judge lifts restrictions in response to a request to do so. The provisions commenced on 1 October 2012.

The legislation imposing restrictions makes clear that "publication" of material that may lead to the identification of the teacher who is the subject of the allegation is prohibited. "Publication" includes "any speech, writing, relevant programme or other communication in whatever form, which is addressed to the public at large or any section of the public". This means that a parent who, for example, published details of the allegation on a social networking site would be in breach of the reporting restrictions (if what was published could lead to the identification of the teacher by members of the public).

In accordance with the Association of Chief Police Officers' (ACPO) guidance the police will not normally provide any information to the press or media that might identify an individual who is under investigation, unless and until the person is

Document: C:\Policies\AllegationsofAbuseMadeAgainstTeachesandOtherStaff (CPT) v2 with front cover including contractors.docx	Page 5 of 12
Approved on 04.11.14 (refreshed March 2015, September 2016, June 2017)	Review Cycle: Annually

charged with a criminal offence. (In exceptional cases where the police would like to depart from that rule, for example an appeal to trace a suspect, they must apply to a magistrates' court to request that reporting restrictions be lifted).

The case manager will take advice from the Trust's legal advisors (as appropriate), the LADO, police and children's social care services to agree the following:

Who needs to know and, importantly, exactly what information can be shared;

How to manage speculation, leaks and gossip;

What, if any information can be reasonably given to the wider community to reduce speculation; and

How to manage press interest if and when it should arise.

## 6 Managing the situation and exit arrangements

### Resignations and 'settlement agreements'

If the accused person resigns, or ceases to provide their services, this will not prevent an allegation being followed up in accordance with this policy. **A referral to the DBS *must* be made, if the criteria are met – see final paragraph of section 6 (note).** If the accused person resigns or their services cease to be used and the criteria are met it will not be appropriate to reach a settlement/compromise agreement. A settlement/compromise agreement which prevents the Trust from making a DBS referral when the criteria are met would likely result in a criminal offence being committed as the Trust would not be complying with its legal duty to make the referral.

Every effort will be made to reach a conclusion in all cases of allegations bearing on the safety or welfare of children, including any in which the person concerned refuses to cooperate with the process. Wherever possible the accused should be given a full opportunity to answer the allegation and make representations about it. But the process of recording the allegation and any supporting evidence, and reaching a judgement about whether it can be substantiated on the basis of all the information available, will continue even if that cannot be done or the accused does not cooperate. It may be difficult to reach a conclusion in those circumstances, and it may not be possible to apply any disciplinary sanctions if a person's period of notice expires before the process is complete, but the Trust will reach and record a conclusion wherever possible.

'Settlement agreements' (sometimes referred to as compromise agreements), by which a person agrees to resign if the employer agrees not to pursue disciplinary action, and both parties agree a form of words to be used in any future reference, will not be used in cases of refusal to cooperate or resignation before the person's

Document: C:\Policies\AllegationsofAbuseMadeAgainstTeachesandOtherStaff (CPT) v2 with front cover including contractors.docx	Page 6 of 12
Approved on 04.11.14 (refreshed March 2015, September 2016, June 2017)	Review Cycle: Annually

notice period expires. Such an agreement would not prevent a thorough police investigation where that is appropriate.

#### Note

**Schools and colleges have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult; where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that individual has committed a listed relevant offence; and that individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left\*. The DBS will consider whether to bar the person. Referrals should be made as soon as possible after the resignation or removal of the individual.**

**\* The list of offences is set out in the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009 (SI 2009 No. 37) (amended).**

## 7 Record keeping

Details of allegations that are found to have been malicious will be removed from personnel records. However, for all other allegations a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, will be kept on the confidential personnel file of the accused, and a copy provided to the person concerned.

The purpose of the record is to enable accurate information to be given in response to any future request for a reference, where appropriate. It will provide clarification in cases where future DBS checks reveal information from the police about an allegation that did not result in a criminal conviction and it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record will be retained at least until the accused has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer.

## 8 References

Cases in which an allegation was proven to be false, unsubstantiated or malicious will not be included in employer references. A history of repeated concerns or allegations which have all been found to be false, unsubstantiated or malicious will not be included in any reference.

Document: C:\Policies\AllegationsofAbuseMadeAgainstTeachesandOtherStaff (CPT) v2 with front cover including contractors.docx	Page 7 of 12
Approved on 04.11.14 (refreshed March 2015, September 2016, June 2017)	Review Cycle: Annually

## 9 Timescales

It is in everyone's interest to resolve cases as quickly as possible consistent with a fair and thorough investigation. All allegations will be investigated as a priority to avoid any delay. Target timescales are shown below: the time taken to investigate and resolve individual cases depends on a variety of factors including the nature, seriousness and complexity of the allegation, but these targets should be achieved in all but truly exceptional cases. It is expected that 80 per cent of cases should be resolved within one month, 90 per cent within three months, and all but the most exceptional cases should be completed within 12 months

For cases where it is clear immediately that the allegation is unsubstantiated or malicious, the Trust will aim to resolve these within one week. Where the initial consideration decides that the allegation does not involve a possible criminal offence it will be for the Trust to deal with it, although if there are concerns about child protection, the Trust will discuss them with the LADO. In such cases, if the nature of the allegation does not require formal disciplinary action, the Trust will endeavour to institute appropriate action within three working days. If a disciplinary hearing is required and can be held without further investigation, the hearing would normally be held within 15 working days.

## 10 Oversight and monitoring

The LADO has overall responsibility for oversight of the procedures for dealing with allegations; for resolving any inter-agency issues; and for liaison with the Local Safeguarding Children Board (LSCB) on the subject. The LADO will provide advice and guidance to the case manager, in addition to liaising with the police and other agencies, and monitoring the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process. Reviews should be conducted at fortnightly or monthly intervals, depending on the complexity of the case.

Police forces should also identify officers who will be responsible for:

- liaising with the LADO;
- taking part in the strategy discussion or initial evaluation;
- subsequently reviewing the progress of those cases in which there is a police investigation; and
- sharing information on completion of the investigation or any prosecution.

If the strategy discussion or initial assessment decides that a police investigation is required, the police should also set a target date for reviewing the progress of the investigation and consulting the Crown Prosecution Service (CPS) about whether to: charge the individual; continue to investigate; or close the investigation. Wherever possible, that review should take place no later than four weeks after the initial evaluation. Dates for subsequent reviews, ideally at fortnightly intervals, should be set at the meeting if the investigation continues.

Document: C:\Policies\AllegationsofAbuseMadeAgainstTeachesandOtherStaff (CPT) v2 with front cover including contractors.docx	Page 8 of 12
Approved on 04.11.14 (refreshed March 2015, September 2016, June 2017)	Review Cycle: Annually

## 11 Suspension

The possible risk of harm to children posed by an accused person will be evaluated and managed in respect of the child(ren) involved in the allegations. In some rare cases that will require the case manager to consider suspending the accused until the case is resolved. Suspension will not be an automatic response when an allegation is reported; all options to avoid suspension will be considered prior to taking that step. If the case manager is concerned about the welfare of other children in the community or the teacher's family, those concerns will be reported to the LADO or police. But suspension is highly unlikely to be justified on the basis of such concerns alone.

Suspension will be considered only in a case where there is cause to suspect a child or other children at the school is/are at risk of harm or the case is so serious that it might be grounds for dismissal. However, a person should not be suspended automatically: the case manager must consider carefully whether the circumstances warrant suspension from contact with children at the school or until the allegation is resolved, and may wish to seek advice from their legal adviser and the LADO. In cases where the Trust is made aware that the Secretary of State has made an interim prohibition order in respect of an individual at the Trust it will be necessary to immediately suspend that person from teaching pending the findings of the NCTL's investigation.

The case manager will also consider whether the result that would be achieved by immediate suspension could be obtained by alternative arrangements. In many cases an investigation can be resolved quickly and without the need for suspension. If the LADO, police and children's social care services have no objections to the member of staff continuing to work during the investigation, the case manager should be as inventive as possible to avoid suspension. Based on assessment of risk, the following alternatives will be considered by the case manager before suspending a member of staff:

- redeployment within the Trust so that the individual does not have direct contact with the child or children concerned;
- providing an assistant to be present when the individual has contact with children;
- redeploying to alternative work in the Trust so the individual does not have unsupervised access to children;
- moving the child or children to classes where they will not come into contact with the member of staff, making it clear that this is not a punishment and parents have been consulted; or
- temporarily redeploying the member of staff to another role in a different location, for example to an alternative school or work for the local authority or academy trust.

These alternatives allow time for an informed decision regarding the suspension and possibly reduce the initial impact of the allegation. This will, however, depend

Document: C:\Policies\Allegations of Abuse Made Against Teachers and Other Staff (CPT) v2 with front cover including contractors.docx	Page 9 of 12
Approved on 04.11.14 (refreshed March 2015, September 2016, June 2017)	Review Cycle: Annually

upon the nature of the allegation. The case manager will consider the potential permanent professional reputational damage to employees that can result from suspension where an allegation is later found to be unsubstantiated or maliciously intended.

If immediate suspension is considered necessary, the rationale and justification for such a course of action will be agreed and recorded by both the case manager and the LADO. This should also include what alternatives to suspension have been considered and why they were rejected.

Where it has been deemed appropriate to suspend the person, written confirmation will be provided within one working day, giving as much detail as appropriate for the reasons for the suspension. The Trust will ensure that an individual who has been suspended is provided with support. The person will be informed at the point of their suspension who their named contact is within the organisation and provided with their contact details.

Children's social care services or the police cannot require the case manager to suspend a member of staff or a volunteer, although they should give appropriate weight to their advice. The power to suspend is vested in the governing body of the Trust as the employer. However, where a strategy discussion or initial evaluation concludes that there should be enquiries by the children's social care services and/or an investigation by the police, the LADO should canvass police and children's social care services for views about whether the accused member of staff needs to be suspended from contact with children in order to inform the Trust about consideration of suspension. Police involvement does not make it mandatory to suspend a member of staff; this decision should be taken on a case-by-case basis having undertaken a risk assessment.

## 12 Information sharing

In a strategy discussion or the initial evaluation of the case, the agencies involved should share all relevant information they have about the person who is the subject of the allegation, and about the alleged victim.

Where the police are involved, wherever possible the Trust will ask the police to obtain consent from the individuals involved to share their statements and evidence for use in the employer disciplinary process. This should be done as their investigation proceeds and will enable the police to share relevant information without delay at the conclusion of their investigation or any court case.

Children's social care services should adopt a similar procedure when making enquiries to determine whether the child or children named in the allegation are in need of protection or services, so that any information obtained in the course of those enquiries which is relevant to a disciplinary case can be passed to the Trust without delay.

Document: C:\Policies\AllegationsofAbuseMadeAgainstTeachesandOtherStaff (CPT) v2 with front cover including contractors.docx	Page 10 of 12
Approved on 04.11.14 (refreshed March 2015, September 2016, June 2017)	Review Cycle: Annually

## 13 Specific actions

### Following a criminal investigation or a prosecution

The police should inform the Trust and LADO immediately when a criminal investigation and any subsequent trial is complete, or if it is decided to close an investigation without charge, or not to continue to prosecute the case after person has been charged. In those circumstances the LADO should discuss with the case manager whether any further action, including disciplinary action, is appropriate and, if so, how to proceed. The information provided by the police and/or children's social care services should inform that decision. The options will depend on the circumstances of the case and the consideration will need to take into account the result of the police investigation or the trial, as well as the different standard of proof required in disciplinary and criminal proceedings.

### On conclusion of a case

If the allegation is substantiated and the person is dismissed or the Trust ceases to use the person's services, or the person resigns or otherwise ceases to provide his or her services, the LADO should discuss with the case manager and their legal adviser whether the Trust will decide to make a referral to the DBS for consideration of inclusion on the barred lists is required; and in the case of a member of teaching staff whether to refer the matter to the National College for Teaching and Leadership (NCTL) to consider prohibiting the individual from teaching.

**There is a legal requirement for employers to make a referral to the DBS where they think that an individual has engaged in conduct that harmed (or is likely to harm) a child; or if a person otherwise poses a risk of harm to a child.**

Where it is decided on the conclusion of a case that a person who has been suspended can return to work, the case manager will consider how best to facilitate this with the appropriate support. Depending on the individual's circumstances, a phased return and/or the provision of a mentor to provide assistance and support in the short term may be appropriate. The case manager should also consider how the person's contact with the child or children who made the allegation can best be managed if they are still a pupil at the school.

### In respect of malicious or unsubstantiated allegations

If an allegation is determined to be unsubstantiated or malicious, the LADO should refer the matter to the children's social care services to determine whether the child concerned is in need of services, or may have been abused by someone else. If an allegation is shown to be deliberately invented or malicious, the headteacher, should consider whether any disciplinary action is appropriate against the pupil who made it; or whether the police should be asked to consider if action might be appropriate against the person responsible, even if he or she was not a pupil.

Document: C:\Policies\Allegations of Abuse Made Against Teachers and Other Staff (CPT) v2 with front cover including contractors.docx	Page 11 of 12
Approved on 04.11.14 (refreshed March 2015, September 2016, June 2017)	Review Cycle: Annually

### **Learning lessons**

At the conclusion of a case in which an allegation *is* substantiated, the LADO should review the circumstances of the case with the case manager to determine whether there are any improvements to be made to the Trust's procedures or practice to help prevent similar events in the future. This should include issues arising from the decision to suspend the member of staff, the duration of the suspension and whether or not suspension was justified. Lessons should also be learnt from the use of suspension when the individual is subsequently reinstated. The LADO and case manager should consider how future investigations of a similar nature could be carried out without suspending the individual.

### **Further information**

Reference can be made to the Crown Prosecution Service published guidance for the police under the Protection from Harassment Act 1997.

Emma Over  
HR Director

Document: C:\Policies\AllegationsofAbuseMadeAgainstTeachesandOtherStaff (CPT) v2 with front cover including contractors.docx	Page 12 of 12
Approved on 04.11.14 (refreshed March 2015, September 2016, June 2017)	Review Cycle: Annually