



**WHITLEIGH  
PRIMARY AND  
SIR JOHN HUNT  
FEDERATION**

Sir John Hunt



# **MANAGING ALLEGATIONS OF ABUSE AGAINST STAFF & VOLUNTEERS POLICY**

**Adopted by Full Governors - 11<sup>th</sup> January 2012  
Reviewed – 20 March 2024**

**Next review: March 2027**

# Managing Allegations of Abuse Against Staff & Volunteers Policy WHITLEIGH PRIMARY AND SIR JOHN HUNT FEDERATION

## POLICY STATEMENT

This document has been adopted by the Federated Governing Body, as the procedure for the WHITLEIGH PRIMARY AND SIR JOHN HUNT FEDERATION which consists of the following partners:

Sir John Hunt Community Sports College  
Whitleigh Community Primary School

The purpose of this policy is to apply **WHITLEIGH PRIMARY AND SIR JOHN HUNT FEDERATION's** adopted managing allegations of abuse against staff and volunteers procedure in a fair and consistent manner to all employees.

## Introduction

*“The governing body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school.”*  
Section 175 (2) Education Act 2002

The Federated Governing Body of WHITLEIGH PRIMARY AND SIR JOHN HUNT FEDERATION recognises its collective responsibility to safeguard and protect the welfare of children and young people in accordance with its statutory responsibility under Section 175 of the Education Act 2002 and where appropriate under the Children Acts.

## Responsibility of the Federation

The Federation will manage all allegations against staff and/or volunteers in accordance with the agreed South West Child Protection Procedures ([www.swcpp.org.uk](http://www.swcpp.org.uk)) and has a nominated 'Designated Person' who will liaise with the Local Authority's Designated Officer for Child Protection on all matters of concern which meet any of the following criteria:-

It appears that the person(s) has/have:

- Behaved in a way that has harmed a child, or may have harmed a child, or,
- Possibility committed a criminal offence against or related to a child, or,
- Behaved towards a child in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

In addition, these procedures will be used:-

- If there are concerns about the person's behaviour towards their own children, or
- Children unrelated to their employment or voluntary work, and there has been a recommendation from a strategy discussion that consideration should be given to the risk posed to children they work with, or,
- When an allegation is made about abuse that took place some time ago and the accused person may still be working or having contact with children.

The Federation will not attempt to manage allegations or concerns which meet any of the above criteria, through other mechanisms such as the School Complaints Procedure

or Disciplinary Procedures, unless written agreement to do so has been confirmed by the Local Authority Designated Officer for Child Protection.

WHITLEIGH PRIMARY AND SIR JOHN HUNT FEDERATION will provide the Local Authority Designated Officer for Child Protection, the Police and Children's Social Care with any personal data/information about staff members, governors, children or parents which the said organisation(s) deem relevant to child protection enquires.

The schools will attend all strategy meetings organised to discuss allegations made against staff and/or volunteers and will provide the meeting with any necessary reports as required.

### **Collective Responsibility of the Federated Governing Body**

The Federated Governing Body will appoint a nominated governor with responsibility for Child Protection who will monitor and review arrangements within the school/partner for the delivery of Child Protection and in particular arrangements are in place for managing allegations against staff and volunteers.

The nominated governor with responsibility for child protection will have a number of specific duties (full details available from [governor.development@plymouth.gov.uk](mailto:governor.development@plymouth.gov.uk)) and in particular will ensure that:-

- There is an annual agenda item at the full governor's meeting to discuss child protection procedures, training and the number of incidents (without any reference to names/details).
- They act as a point of contact for the local authority, if the Principal/Headteacher is the subject of a child protection complaint or investigation.

The Federated Governing Body will ensure that all members of staff and volunteers receive a copy of the DfE guidance document entitled "Safer Working Practices for Adults who Work with Children and Young People" and the date it is issued is recorded on staff personal files or volunteer records.

The Federated Governing Body will ensure that the school operates an incident recording system whereby staff and/or volunteers record unusual incidents, issues or actions involving adults and children/young people which they feel may possibly be misconstrued at a later date. The school will ensure that any such issues, incidents or actions which are of immediate concern in accordance with child protection or other school/partner procedures, will be actioned in accordance with agreed arrangements and protocols.

**WCPS is a rights respecting school. As a result all policies in the school adhere to the 54 articles of the rights of a child.**

# MANAGING ALLEGATIONS/CONCERNS ABOUT INDIVIDUALS WHO WORK WITH CHILDREN

HAS AN ALLEGATION OR CONCERN BEEN MADE ABOUT AN INDIVIDUAL WHO WORKS OR UNDERTAKES A VOLUNTARY ROLE WITH CHILDREN

YES ↓

MATTER CAN BE DEALT WITH INTERNALLY BY THE ORGANISATION/ AGENCY RESPONSIBLE FOR THE INDIVIDUAL.

- Perhaps through an internal disciplinary investigation.
- When a disciplinary investigation is not required, other appropriate action to deal with the matter should be taken **within 3 working days**

NO →

CONTACT THE LOCAL AUTHORITY DESIGNATED OFFICER (LADO) ON PLYMOUTH 307144 FOR ADVICE. IF THE LADO IS NOT AVAILABLE CONTACT THE SOCIAL CARE ADVICE AND ASSESSMENT SERVICE ON PLYMOUTH 308600.

NOT SURE →

- DOES THE ALLEGATION OR CONCERN MEET ONE OR MORE OF THE FOLLOWING CRITERIA:
- has the person behaved in a way that has harmed a child, or may have harmed a child?
  - has the person possibly committed a criminal offence against or related to a child?
  - has the person behaved in an inappropriate way towards a child which may indicate that they are unsuitable to work with children?
  - are there concerns about the person's behaviour towards their own children?
  - the allegation/concern is about abuse that took place some time/years ago and the individual may still be working with or has contact with children.

YES ↓

IS THE CHILD AT RISK OF "SIGNIFICANT HARM"?  
OR  
DOES THE CHILD APPEAR TO HAVE BEEN HARMED IN ANYWAY (eg cuts, bruises, scratches, swellings, broken bones etc. Please note this is not a definitive list of injuries and should be used as a guide only)  
OR  
DOES A CRIMINAL ACT APPEAR TO HAVE BEEN COMMITTED (eg a push, pull, shove or hold may be technically a criminal offence in the eyes of the law)?

NO →

CONTACT THE LADO WITHIN 1 WORKING DAY OF THE CONCERN/ALLEGATION BEING MADE KNOWN.  
For concerns out of hours i.e. evenings after 5 pm and weekends (including Bank Holidays) when the LADO is not available, contact should be made with the Out of Hours Service on Plymouth 346984

YES ↓

CONTACT THE SOCIAL CARE ADVICE AND ASSESSMENT TEAM IMMEDIATELY ON PLYMOUTH 308600 (OUT OF HOURS TELEPHONE 346984)  
If you are unable to make contact with the Social Care Advice and Assessment Team you should contact the Police Child Abuse Investigation Team on Plymouth 284522.  
Social Care colleagues and/or the Police will consider making an immediate visit to the child to assess the injury and/or threat of harm, in order to preserve evidence and ensure the ongoing/immediate safety and wellbeing of the child.

All cases of allegations or serious concerns about adults who work with children referred directly to Social Care or the Police, must also be notified to the LADO by the said referring agency, **within 1 working day** of the allegation/concern being made known.  
Similarly the relevant Social Care Team Manager and / or the police force's designated manager should also make contact with the LADO, within the timeframe, to ensure that they have been notified of the allegation / concern.

DISCUSSION WITH LADO  
Discussions with the LADO will establish whether the allegation/concern has or may have some foundation and should, therefore, be dealt with under the Managing Allegations/Concerns Procedures

DISCUSSION WITH LADO  
Discussions between the LADO, Social Care and/or the Police confirm actions to date and the Managing Allegations/Concerns Procedures have been initiated.

NO FURTHER ACTION REQUIRED WITHIN PROCEDURES

MANAGING ALLEGATIONS/CONCERNS PROCEDURE INITIATED

STRATEGY REVIEW MEETING called following discussions between the LADO and the Social Care Charing and Reviewing Service.  
Wherever possible the Strategy Review Meeting should be arranged **within 5 working days** of the allegation/concern being made known.  
Strategy Review Meeting attended by:  
LADO, Social Care, Police, Employing or Engaging Agency / Organisation and any other relevant party identified by the chair of the meeting or the LADO.  
Strategy Review Meeting not attended by:  
the alleged victim or perpetrator.

OUTCOME OF STRATEGY REVIEW MEETING

ROUTE A  
NO FURTHER ACTION REQUIRED IN MULTI AGENCY ARENA.

ROUTE B  
NO CHILD PROTECTION CONCERN BUT THE EMPLOYING OR ENGAGING AGENCY TO DEAL WITH SPECIFIC ACTIONS AGREED AT THE STRATEGY MEETING. THIS MAY INCLUDE INTERNAL DISCIPLINARY ACTION

ROUTE C  
ASSESSMENT BY SOCIAL CARE UNDER SECTION 17 OF THE CHILDREN ACT 1989 TO DETERMINE IF THE CHILD REQUIRES SERVICES AS A "CHILD IN NEED"

ROUTE D  
SECTION 47 INVESTIGATION WHERE THE CHILD IS AT RISK OF SIGNIFICANT HARM OR IS LIKELY TO BE AT RISK OF SIGNIFICANT HARM.

ROUTE E  
INVESTIGATION BY THE POLICE IN RESPECT OF A POSSIBLE CRIMINAL OFFENCE.

MAY LINK TOGETHER

MAY LINK TOGETHER

All outcomes of actions agreed at any of the above meetings must be reported to the LADO

POSSIBLE FURTHER STRATEGY REVIEW MEETING