



Inspiring Hearts and Minds

STATEMENT OF PROCEDURE FOR DEALING WITH ALLEGATIONS OF ABUSE AGAINST STAFF

Introduction

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 (Appendix 1) which is available on the Federation website. 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 Wyke Regis Primary federation has:

1. Behaved in a way that has harmed a child, or may have harmed a child;
2. Possibly committed a criminal offence against or related to a child;
3. 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 pupils, grooming behaviour of any kind, possession of indecent photographs or images of children and other offences under the Sexual Offences Act 2003.

Procedure

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. The school will make every effort to maintain confidentiality and guard against unwanted publicity whilst the allegation is being investigated or considered.

Communicating the Procedures

- All members of the SLT and the Designated Safeguarding Leads with responsibility for child protection in each school have a responsibility to ensure that all staff know about and understand paragraph 3 below.
- In accordance with the DfE Statutory Guidance, all staff should also read at least Part one of Keeping children safe in education, which contains Safeguarding information for all staff.
- All members of the SLT and the designated safeguarding leads with responsibility for child protection in each school have a responsibility to be familiar with the Statutory Guidance in its entirety.

Reporting an Allegation

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 may have behaved inappropriately or you have received information that may constitute an allegation, you must:

- a. Report the facts to the Case Manager, who is the Head of Federation, as soon as possible. All concerns will be listened to and managed appropriately. Do not withhold information however trivial it may seem.
- b. 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 his/her absence – the Deputy Head of Federation or the assistant headteacher at either school site.
- c. If the allegation concerns the Case Manager, then the matter must be reported to the chair of governors. This is Gary Hepburn and his email address is ghepburn@wykeregisfed.dorset.sch.uk.
- d. 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.
- e. Maintain strict confidentiality.

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.

Duties and Responsibilities of the Case Manager

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.

The Case Manager will conduct basic enquiries in line with local procedures to establish the facts to help them determine whether there is any foundation to the allegation. The LADO will be contacted with the initial information of the allegation and other established facts.

The Case Manager and DSL's have a duty of care to ensure the welfare of both the child/children, and to the adult who is the subject of the investigation.

Records of the allegation, follow-up and resolution, action taken and decisions made will be kept for all allegations against staff or volunteers. Following all cases, the case manager will consider the facts and determine whether any improvements can be made in the school's procedures in order to help prevent similar events in the future.

The contact details for the Designated Officers for Safeguarding are:

Mrs S Ellis (Junior school) sjellis@wykeregisfed.dorset.sch.uk

Mr D Kirwin (Infant school) dkirwin@wykeregisfed.dorset.sch.uk

The designated safeguarding governor is Mr Gary Hepburn. He can be contacted through the clerk to governors clerk@wykeregisfed.dorset.sch.uk

The Head of Federation is Mrs W Roberts wroberts@wykeregisfed.dorset.sch.uk

The Deputy Head of Federation is Mrs C Anders canders@wykeregisfed.dorset.sch.uk

The Deputy safeguarding lead for both the Junior and Infant school is Mrs K Rogers krogers@wykeregisfed.dorset.sch.uk