



MANAGING ALLEGATIONS AGAINST STAFF POLICY

APPROVED BY GOVERNORS: September 2022
POLICY TO BE REVIEWED: September 2023

The aim of this policy is to ensure that all staff and governors of Impact PRU understand the correct procedure if an allegation is made against a person who works within the organisation.

PROCEDURE

If an allegation has been made against a person who works with children within Impact that they have:

- 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 indicated s/he is unsuitable to work with children.

This may be in connection with:

- Voluntary activity outside of Impact PRU.
- Concerns arising about the person's behaviour with regard to his/her own children.
- Concerns arising about the behaviour in the private or community life of a partner, member of the family or other household member.

The person who receives the allegation at Impact PRU MUST:

- Immediately write down the details of the alleged incident including when it took place, who was involved and what is alleged to have happened.
- Take the written report of the allegation to Jason Webb (Acting Headteacher of Impact PRU) who will notify the Local Authority Designated Officer within ONE working day as appropriate. In the absence of Jason Webb please contact Ren Shields (Acting Deputy Headteacher)

The person who receives the allegation at Impact PRU MUST NOT:

- Return to ask more questions of the person making the original allegation.
- Interview any other party alleged to be involved.

SUPPORT FOR MEMBER OF IMPACT PRU

The person who has had an allegation made about them will be supported by Lauren Shields (Acting Deputy Headteacher at Impact PRU). Should this option for support be unsuitable or unavailable, please contact Julie Holt (LA Contact HR) 0151 934 3287 who will arrange alternative support and guidance.

Confidentiality will be maintained at all times. Other members of staff within Impact PRU, who are aware of the allegation, will be expected to co-operate with any inquiry that may follow and should NOT discuss this with any individual working within or outside of Impact PRU.

Procedure to follow in the event of an allegation being made against a member of staff

- 1 Allegation made against a member of Impact PRU
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- 2 Person receiving the allegation writes down details from child/adult including:

When the alleged incident took place
Who was involved
What is alleged to have taken place
NB: Neither party should be interviewed further

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- 3 Written report of the allegation against a member of staff is immediately given to the designated senior officer in the organisation.

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- 4 Senior person in organisation then assesses the nature of the allegation and consults with the Local Authority Designated Officer (LADO) Tracey Holyhead on **0151 934 3783**

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- 5 Decision made:
 1. further action . LA Strategy Meeting arranged by LADO
 2. internal review in organisation
 3. no action required