

# Procedure - Safeguarding Concerns and Allegations made about staff, including supply teachers, volunteers and contractors

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## 1. Purpose

The purpose of this operating procedure is to provide a framework for managing and dealing with an allegation of abuse made against a member of staff, and in doing so, providing a fair, quick and consistent process that provides effective protection for the child and supports the individual who is subject to the allegation.

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This procedure is based on the statutory guidance document issued by the Department for Education “Keeping Children Safe in Education September 2025”.

Through the implementation of these procedures all staff and volunteers will understand what to do if they receive an allegation against another member of staff, or if they themselves have concerns about the behaviour of another member of staff.

## 2. Scope of the Procedure

This operating procedure applies to the management of cases of allegations that might indicate an individual poses a risk of harm if they continue to work in regular or close contact with children in their present position, or in any capacity with children in a school or college. These allegations may suggest that an individual is unsuitable to continue working for the Group. Allegations made against an individual who is no longer working for the Group should be referred to the police. Historical allegations of abuse should also be referred to the police.

This guidance relates to members of staff who are working for the Group and applies regardless of whether the alleged abuse took place on one of the Group’s sites.

This procedure should be used in respect of all cases where it is alleged that anyone working for the Group or individuals contracted to work for the Group on a self-employed basis, through an employment agency or business, employed by a contractor, or as a volunteer through a volunteer organisation 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;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

### 2.1 Agency, Self-employed Workers, Contractors and Volunteers

The processes described within this document also apply to individuals contracted to work for the Group on a self-employed basis, through an employment agency or business, employed by a contractor, or as a volunteer through a volunteer organisation.

Whilst the Group is not the employer of agency workers, it will ensure allegations are dealt with properly. The Group will not reach a decision to cease to use an agency worker due to safeguarding concerns, without finding out the facts and liaising with the local authority designated officer (LADO) to determine a suitable outcome. The Group will discuss with the agency whether it is appropriate to suspend the agency worker, or redeploy them to another part of the Group, whilst the investigation is completed.

Agencies will be expected to participate and co-operate in any enquiries from the LADO, police and/or children’s social services. The Group will lead any required process because agencies do not have direct access to children or other Group staff, so they will not be able to collect the facts when an allegation is made, nor do they have all the relevant information required by the LADO

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as part of the referral process. Agency workers, whilst not employed by the Group, are under the supervision, direction and control of the governing body when working for the Group.

Any agency worker subject to an allegation should be advised to contact their trade union representative if they have one, or a colleague for support. The allegations management meeting which is often arranged by the LADO should address issues such as information sharing, to ensure that any previous concerns or allegations known to the agency are taken into account by the Group during the investigation.

The Group will ensure that the Master Vendor is familiar with the process for managing allegations and is appropriately engaged in any process. This would include inviting the agency's representative to meetings and keeping them up to date with information about the Group's policies.

## 2.2 Organisations or Individuals using the Group's Premises

There may be occasions when the Group receives an allegation relating to an incident that happened when an individual or organisation was using the Group's premises for the purposes of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities). As with any safeguarding allegation, the Group will follow its safeguarding policies and procedures, including informing the LADO.

## 3. Who should be aware of this procedure?

The information contained within this document is addressed to all staff and individuals contracted to work for the Group on a self-employed basis, through an employment agency or business, employed by a contractor, or as a volunteer through a volunteer organisation who have responsibilities for safeguarding and promoting the welfare of children.

As appropriate, the information contained within this document should be shared with parents and young people where they are of an age and understanding to consider the information.

The relevant governors should also be aware of their responsibilities in respect of this policy and their involvement in the absence of the Executive Principal and the Group Principal/CEO.

## 4. Definitions and Designated Contacts

The definition of a child for the purpose of this procedure is an individual under 18 years of age.

The local authority designated officer (LADO) is the relevant contact(s) at the local authority.

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

- **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;

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- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence;
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made.

## 5. Procedure

### 5.1 Reporting Concerns

If a member of staff receives an allegation against another member of staff, or if they themselves have concerns about the behaviour of another member of staff they should report the allegations immediately to a member of the Safeguarding Allegation Panel (“the panel”):

- Deputy Chief Executive Officer (DCEO)
- Executive Principal Skills and Inclusion (EP)
- Director of Student Services (DSL)
- Director of Human Resources (DHR)

Following receipt of the allegation, the panel will convene with at least 3 members present and will initially review the allegation, determine if further information is required and/or to decide whether to notify the LADO of the allegation.

In cases where the Executive Principal or Deputy CEO is the subject of the accusation or concern, the allegations should be reported to the Group Principal/CEO. In the event of allegations against the Group Principal/CEO these should be reported to the Head of Governance who will make arrangements for the allegations to be reported to the Chair of Governors. In the event of the need for the involvement of the Group Principal/CEO or the Chair of Governors, they will be required to undertake the actions defined for the panel or individuals directed by the panel.

If an allegation is made against a governor, the Group will follow the relevant local procedure. Where an allegation is substantiated, the procedures for removing the governor from office will be followed.

### 5.2 Initial Considerations

These procedures need to be applied with common sense and judgment. Many cases may well either not meet the criteria described on page 1 or may do so without warranting consideration of either a police investigation or enquiries by local authority children’s social services. In these cases, local arrangements should be followed to resolve cases without delay.

There are two aspects to consider when an allegation is made:

- **Looking after the welfare of the child** - the designated safeguarding lead (or a deputy) is responsible for ensuring that the child is not at risk and referring cases of suspected abuse to the local authority children’s social care as described in Part one of this guidance.
- **Investigating and supporting the person subject to the allegation** - the Human Resources representative should discuss with the LADO, the nature, content and context

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of the allegation, and agree a course of action.

It is anticipated that only in rare cases the allegations will be so serious as to warrant immediate intervention by the police and children’s social care. The LADO should be informed of all allegations that come to the Group’s attention and appear to meet the criteria so they can consult police and children’s social care services as appropriate.

A member of the panel will be responsible for ensuring the Group Principal/CEO is informed of the allegations and keeping them abreast of any developments at this stage of the process. It is important that all allegations are followed up, including those that initially appear to be less serious.,

The Human Resources representative should discuss the allegation immediately with the LADO. The purpose of an initial discussion is for the LADO and the Human Resources representative to consider the nature, content and context of the allegation, and agree a course of action. The Human Resources representative will take direction from the panel in respect of the initial discussion. The LADO may ask Human Resources representative to provide or obtain relevant additional information, such as previous history, whether the child or their family have made similar allegations previously and about the individual’s current contact with children. There may be situations when the panel will want to involve the police immediately, for example if the individual is deemed to be an immediate risk to children or there is evidence of a possible criminal offence. Where there is no such evidence, Human Resources representative 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 should be recorded by both the panel and the LADO, and agreement reached on what information should be put in writing to the individual concerned and by whom. The panel should then consider with the LADO what action should follow both in respect of the individual and those who made the initial allegation.

The panel will identify an individual to inform the accused member of staff about the allegation as soon as possible after consulting the LADO. It is extremely important that the Group provides 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 identified individual should not do that until those agencies have been consulted, and have agreed what information can be disclosed to the accused.

The Group must consider carefully whether the circumstances of a case warrant an individual being suspended from contact with children or whether alternative arrangements can be put in place until the allegation or concern is resolved. All options to avoid suspension should 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 should be convened in accordance with the statutory guidance “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 staff are entitled to use reasonable force to control or restrain children in certain circumstances, including dealing with disruptive behaviour.

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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 should discuss the next steps with the Human Resources representative. The Human Resources representative will update the panel following these discussions. In those circumstances, the options open to the Group will depend on the nature and circumstances of the allegation and the evidence and information available. Subject to any relevant process, this would range from taking no further action to dismissal or a decision not to use the individual’s services in future. Suspension should 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 Human Resources representative how and by whom the investigation will be undertaken. In straightforward cases, the investigation should normally be undertaken by a senior member of the Group.

However, in other circumstances, such as lack of appropriate resource within the Group, or the nature or complexity of the allegation, the allegation will require an independent investigator.

### 5.3 Communicating the Allegations and Supporting those Involved

#### The Individual subject to the allegations

The Group has a duty of care to its employees and it should act to manage and minimise the stress inherent in the investigation process. Providing appropriate support to the individual that is the focus of the allegations is vital to fulfilling this duty.

The individual appointed by the panel should inform the accused individual about the allegations as soon as possible after consulting the LADO and given an explanation of the likely course of action, unless there is an objection by children’s social care services or the police. It is extremely important that the individual appointed by the panel provides 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 individual appointed by the panel should not disclose information until those agencies have been consulted about the information that can be shared. The panel will consider whether the circumstances of the case warrants the individual being suspended from contact with children at the Group or whether alternative arrangements can be put in place until the allegation or concern is resolved. All options to avoid suspension should be considered prior to taking that step.

If the individual is a member of a union or a professional association he/she should be advised to contact that body from the outset. Arrangements will also be made for the individual to have access to occupational health services and the Group’s Employee Assistance Programme.

The Group will also develop an appropriate Safety Plan and Risk Assessment to ensure that the wellbeing of the individual is protected. As relevant to the case, the Safety Plan and Risk Assessment will ensure the controls are consistent and account for similar arrangements that will be developed for any child or children associated with the allegations. Human Resources and Student Services will liaise to ensure that agreed actions are appropriately reflected in the arrangements applied to the parties involved.

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The panel will appoint a named representative to keep the individual that is the subject of the allegation informed of progress of the case and to consider what other support is appropriate.

Particular care is required when individuals are suspended to ensure they are kept informed of both the progress of their case and current work-related issues. Social contact with colleagues and friends should not be prevented unless there is evidence to suggest that such contact is likely to be prejudicial to the gathering and presentation of evidence.

### **Parents/Carers**

Parents or carers of a child or children involved should be told of 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 services need to be involved, the Group should not make contact until those agencies have been consulted and have agreed what information can be disclosed to the parents or carers. Parents and carers should also 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 should be told the outcome in confidence.

Parents and carers should 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. If parents or carers wish to apply to the court to have reporting restrictions removed, they should be told the outcome in confidence.

### **The Child/Children involved**

Arrangements should be made to ensure that appropriate support is provided to the child or children involved in the allegation. In cases where a child may have suffered significant harm, or the allegations could lead to a criminal prosecution, children's social care, or the police as appropriate, will be responsible for considering the type of support to be offered to the child or children involved.

As noted, the Group will develop an appropriate Safety Plan and Risk Assessment to ensure that the wellbeing of the child or children is protected.

## **5.4 Suspension**

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

Suspension should be considered only in a case where there is cause to suspect a child or other

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children is/are at risk of harm or the case is so serious that it might be grounds for dismissal. However, an individual should not be suspended automatically; the panel must consider carefully whether the circumstances warrant suspension from contact with children at the Group or until the allegation is resolved, and may wish to seek advice from Human Resources and the LADO. In cases where the Group is made aware that the Secretary of State has made an interim prohibition order in respect of an individual who works for the Group, immediate action should be taken to ensure the individual does not carry out work in contravention of the order, i.e. pending the findings of the TRA investigation, the individual must not carry out teaching work.

The panel should 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 panel should be as inventive as possible to avoid suspension.

Based on assessment of risk, the following alternatives should be considered by the panel before suspending a member of staff:

- redeployment within the Group 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 for the Group 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;
- temporarily redeploying the member of staff to another role in a different location, for example to an alternative College site; or
- requiring the individual to work from home during the investigation, with controls in respect of the activities performed and the requirement for contact with children.

These alternatives allow time for an informed decision regarding the suspension and possibly reduce the initial impact of the allegation. This will, however, depend upon the nature of the allegation. The panel should 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 should be agreed and recorded by both the panel 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 individual, written confirmation should be dispatched within one working day, giving as much detail as appropriate for the reasons for the suspension.

The Group will ensure the suspended individual is provided with appropriate support and will inform the individual, at the point of their suspension, who their named contact is within the Group and provide them with their contact details.

Children’s social care services or the police cannot require the Group to suspend a member of staff or a volunteer, although they should give appropriate weight to their advice. The final decision

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to suspend an individual rests with the Group Principal/CEO or may be delegated to another senior post holder. 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 Group’s 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.

During any period of suspension, the individual will be entitled to receive full pay and benefits, and access will not be restricted to his/her union or the Human Resources Directorate whilst the individual is suspended from work.

## 5.5 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 individual who is the subject of the allegation, and about the alleged victim.

Where the police are involved, wherever possible the Group should ask the police to obtain consent from the individuals involved to share their statements and evidence for use in the Group’s 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 Group without delay.

## 5.6 Specific Actions

### Following a criminal investigation or a prosecution

The police should inform the Group and the 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 the individual has been charged. In those circumstances, the LADO should discuss with Human Resources representative whether any further action, including disciplinary action, is appropriate. The panel will determine 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 individual is dismissed or the Group ceases to use the individual’s services, or the individual resigns or otherwise ceases to provide his or her services, the LADO should discuss with the Human Resources representatives whether the Group will

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decide to make a referral to the DBS for consideration of whether inclusion on the barred lists is required and, if appropriate, whether to refer the matter to the TRA to consider prohibiting the individual from teaching.

### **Referral to the DBS**

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

### **Returning to Work**

Where it is decided on the conclusion of a case that an individual who has been suspended can return to work, the panel should consider how best to facilitate the return. The Group will facilitate a supportive and structured return to work programme. This programme will normally include a phased return both in respect of duties and hours, and a mentor will be assigned to an individual to provide assistance and support for the first 3 months.

The panel will also consider how the individual's contact with the child or children who made the allegation can be best managed if they are still attending the Group.

### **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 Group Principal/CEO should consider whether any disciplinary action is appropriate against the student who made it; or whether the police should be asked to consider if action might be appropriate against the individual responsible, even if he or she were not a student.

## **5.7 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 panel to determine whether there are any improvements to be made to the Group'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 the panel should consider how future investigations of a similar nature could be carried out without suspending the individual.

For all other cases, where the allegation concluded to be either, unfounded, false, malicious or unsubstantiated the panel (and if they have been involved the LADO) should consider the facts and determine whether any lessons can be learned and if improvements can be made.

## **5.8 Resignations**

If the accused individual resigns, or ceases to provide their services, this should not prevent an allegation being followed up in accordance with this procedure. A referral to the DBS must be

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made if the relevant criteria is met. The Group will also consider whether a referral to the Secretary of State is also appropriate.

It is important that every effort is made to reach a conclusion in all cases of allegations bearing on the safety or welfare of children, including any in which the individual 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, should 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 an individual's period of notice expires before the process is complete, but it is important to reach and record a conclusion wherever possible.

## 5.9 Settlement Agreements

'Settlement agreements' (sometimes referred to as compromise agreements), by which an individual 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, should not be used in cases of refusal to cooperate or resignation before the individual's notice period expires. Such an agreement will not prevent a thorough police investigation where that is appropriate.

If the accused individual resigns or their services cease to be used and the criteria are met, it will not be appropriate to reach a settlement agreement. Any settlement agreement that would prevent the Group from making a DBS referral even though the criteria for referral are met, is likely to result in a criminal offence being committed. This is because the Group would not be complying with its legal duty to make the referral.

## 5.10 Record Keeping

Details of allegations that are found to have been malicious should be removed from Human Resources records. However, for all other allegations, it is important that 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, is kept on the confidential Human Resources file of the accused, and a copy provided to the individual 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 Group is obliged to preserve records which contain information about allegations of sexual abuse for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry. All other records should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.

## 5.11 References

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

## 5.12 Confidentiality

It is extremely important that when an allegation is made, the Group makes 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 in a school 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 individual 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 are disapplied 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 Authorised Professional Practice published by the College of Policing in May 2017, 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 individual is 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 Human Resources representative should take advice from the LADO, police and children’s social care services in order that the panel can be informed prior to agreeing 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.

## 5.13 Timescales

All allegations will be investigated as a priority to avoid any delay. Target timescales are described below. The time taken to investigate and resolve individual cases will depend on a variety of factors including the nature, seriousness and complexity of the allegation, but these targets should be

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achieved in all but truly exceptional circumstances. It is expected that 80% of cases will be resolved within one month, 90% within three months, and all but the most exceptional cases within 12 months.

For those cases where it is clear immediately that the allegation is unsubstantiated or malicious, they should be resolved within one week. Where the initial consideration decides that the allegation does not involve a possible criminal offence it will be for the Group to deal with the matter, although if there are concerns about child protection, the Group should discuss with the LADO. In such cases, if the nature of the allegation does not require formal disciplinary action, the Group will invoke appropriate action within 3 working days. If a disciplinary hearing is required and can be held without further investigation, the hearing should be held within 15 working days.

### 5.14 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 three safeguarding partners. The LADO will provide advice and guidance to Human Resources and the panel, 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 designated officer(s);
- 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.

## 6. How will we evaluate and review this procedure?

The Director of Human Resources will ensure that this procedure is reviewed and evaluated on an annual basis.

## 7. Responsibilities

The panel is responsible for ensure the actions described within the policy are completed. As appropriate, this will involve the participation of the Group Principal/CEO and other external partners.

## 8. Procedure Distribution and Communication

<b>Procedure Title:</b>	Safeguarding Concerns – allegations made about staff	<b>Staff Member Responsible:</b>	Director of Human Resources
<b>Version:</b>	September 2025	<b>Review Date:</b>	September 2026

A copy of this policy will be posted on the Human Resources section of STCG online and on the Group website. The introduction of new procedures or major revisions to existing procedures may warrant the provision of staff training or briefing sessions. These will be jointly arranged by the author of the procedure and Quality, Digital & Learning Standards.

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