



Bilton CofE Junior School
Bilton Infant School
Bawnmore Community Infant School



BILTON COMMUNITY FEDERATION ALLEGATIONS AGAINST STAFF POLICY

POLICY APPROVAL	
Statutory, recommended, or additional policy	RECOMMENDED
Policy review cycle	ANNUAL
Policy reviewed by	E Newton (Executive Headteacher)
Policy review date	01/11/25
Date of next review	Autumn 2026
Date approved by Governing Body	11/12/2025

Legislation and Documentation Relevant to this Policy

This policy relates to the following legislation:

- Children Act 1989
- Police Act 1997
- Police Act 1997 (Criminal Records) Regulations 2002
- Education Act 2002
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- Police Act 1997 (Criminal Records) (No.2) Regulations 2009
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Education Act 2011
- Protection of Freedoms Act 2012

The following documentation is also related to this policy:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children

Introduction

It is our aim that our policies and procedures reflect our vision and values as a federation.

Vision: 'Empowering children to make a positive impact on the world.'

Values: Care, Honesty, Respect, Co-operation, Forgiveness and Resilience

Our federation of schools (Bilton CofE Junior School / Bawnmore Community Infant School / Bilton Infant School) value the staff who work for the federation and always aim to support and develop them as individuals in order to achieve our vision.

Overview

All school personnel are vulnerable to accusations of abuse because of their daily contact with children. We acknowledge that dealing with allegations against school personnel is a stressful, demanding, complex and delicate process for all involved. But we will ensure that all allegations will be taken seriously and investigated immediately and impartially in order to provide instant and effective protection for the child concerned and to provide support for the person who is the subject of the allegation.

We wish to create a culture of openness that will allow children and school personnel to make truthful reports of any inappropriate behaviour and in the knowledge that all allegations will be taken seriously.

We encourage all school personnel to protect themselves against false accusations by treating all children with dignity and respect, and to ensure that they avoid working alone with a child, always maintaining a safe and appropriate distance, avoiding physical contact and being cautious when dealing with sensitive moments.

We have a legal duty once an allegation has been to undertake a full investigation, to record the decisions reached and action taken.

Aims

- To investigate all allegations against school personnel seriously and impartially by providing protection for the child and support for the named person in the allegation.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

- the responsibility to investigate any allegation against the Executive Headteacher;
- delegate powers and responsibilities to the Executive Headteacher to investigate allegations against any member of the school personnel;
 - delegate powers and responsibilities to the Executive Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
 - responsibility for ensuring that the school complies with all equalities legislation;
 - responsibility for ensuring this policy and all policies are maintained and updated regularly;
 - nominate a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
 - responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Executive Headteacher

- the responsibility to investigate any allegation against member of the senior leadership team in school;
- delegate powers and responsibilities to the Head of School to investigate allegations against any member of the school personnel other than members of the senior leadership team;
 - delegate powers and responsibilities to the Head of School to ensure all school personnel and

- stakeholders are aware of and comply with this policy;
- to ensure the below responsibilities for Heads of School are applied to the management of allegations against members of the senior leadership team

Role of the Head of School

- investigate all allegations against any member of the school personnel, other than members of the senior leadership team;
- refer any allegation against a teacher no longer working in the school to the police;
- refer any allegation against a teacher no longer teaching to the police;
- consult with the Local Authority Designated Officer (LADO) when an allegation has been made;
- appoint an independent investigator if the allegation is deemed to be serious;
- share information about the named person in the allegation and the alleged victim with all agencies involved in the investigation;
- keep the person who is the subject of the allegation informed of the progress of the investigation;
- provide support for the person who is the subject of the allegation;
- keep parents informed of the investigation and outcome;
- provide appropriate support and counselling for the child and parents during the whole process;
- consider suspending the person who is the subject of the allegation;
- consider suspending the child if it is felt there is a risk of significant harm to the child from the person accused;
- make every effort to maintain confidentiality and to prevent unnecessary publicity;
- provide return to work support such as Occupational Health support for a member of the school personnel returning to work after suspension following a positive conclusion to the investigation;
- consult with the LADO what action should be taken such as referral to children's social care or disciplinary action if the allegation was found to be false;
- work closely with the link governor and the Designated Safeguarding Lead;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff.

Role of the Designated Safeguarding Lead

- ensure the implementation of this policy;
- ensure everyone connected with the school is aware of this policy;
- work closely with the Executive Headteacher, Head of School and the nominated governor;
- be trained in child protection policy procedures;
- renew training every two years in order to;
- understand the assessment process
- understand the procedures of a child protection case conference and child protection review conference
- understand the specific needs of children in need
- understand the specific needs of children with special educational needs and those of young carers
- have in place a secure and accurate record system of all concerns and referrals
- take the lead in dealing with child protection issues;
- keep a confidential Child Protection Register of all those pupils known to be at risk and only if it is confirmed by social services that the child is at risk;
- be trained in working with all agencies;
- familiarise school personnel with the policy and procedures;
- investigate and deal with all cases of suspected or actual problems associated with child protection;
- ensure parents are aware that referrals about suspected abuse or neglect may be made;
- make child protection referrals;
- record all child protection referrals;
- co-ordinate action within the school;

- liaise and seek advice from the LADO Officer when the need arises;
- liaise with social care and other agencies;
- transfer the child protection file of any pupil leaving to join another school;
- provide support for any child at risk;
- not promise confidentiality to any child but always act in the interests of a child;
- act as a source of advice within the school;
- help create a culture within the school of listening to children;
- keep up to date with all new guidance on safeguarding children;
- keep all school personnel up to date with any changes to procedures;
- organise appropriate training for school personnel and governors;
- ensure all incidents are recorded, reported and kept confidential;
- keep all paperwork up to date;
- report back to the appropriate school personnel when necessary
- annually review the policy with the Executive Headteacher, Head of School and Nominated Governor

Role of School Personnel

- comply with all aspects of this policy;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

This procedure must be used in any case where it is alleged that a member of staff or a volunteer at the school has:

- behaved towards a child or children in a way that has harmed 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 s/he is unsuitable to work with children.

Procedure to Report Allegations

Allegation against Staff Member

- make a dated and timed written record of the disclosure or incident causing concern about a member of the school personnel or a school volunteer (using a Yellow Form);
- inform the Head of School or in their absence, the most senior Designated Safeguarding Lead who will deal with the allegation;

Allegation against a member of the Senior Leadership Team

- make a dated and timed written record of the disclosure or incident causing concern about the Head of School (using a Yellow Form);
- Inform the Executive Headteacher who will deal with the allegation:

Allegation against the Executive Headteacher

- make a dated and timed written record of the disclosure or incident causing concern about the Executive Headteacher (using a Yellow Form);
- inform the Chair of Governors who will deal with the allegation;

Where an Allegation has been made:

The person dealing with the allegation will:

- **(in the case of a pupil making the allegation)** ensure the pupil making the allegation should not be left alone until there have been consultations with the school's Designated Safeguarding Lead and a course of action agreed. Where the pupil is injured, medical treatment will be considered as a priority.
- follow up the referral;
- make records of any discussions and any investigation that takes place;
- decide whether to take the referral further or to monitor the situation;

- keep the person informed who initially reported the allegation of the decision made
- ensure **no one else in the school may investigate the incident** by interviewing either those directly involved or any witnesses; to do so could prejudice a fair hearing at a later date.
- ensure that they have a full understanding of what is being alleged
- establish:
 - An allegation has been made
 - The general nature of the allegation
 - When and where the incident is alleged to have occurred
 - Who was involved
 - Any other persons present
- Leading questions must not be asked.
- Consult the Local Authority Designated Officer (LADO) for further advice and next steps

The matter will not be discussed with the person who is the subject of the allegation at this stage.

The Local Authority Designated Officer will:

- work with and alongside the school when dealing with allegations against school personnel;
- call for the intervention of the police and children’s care services if they feel the allegation is very serious;
- advise the school of the course of action if they consider the intervention by police and children’s care services is not necessary;
- consult with the school what action should be taken such as referral to children’s social care or disciplinary action if the allegation was found to be false

The Named Person in the Allegation:

- will be kept informed of the course of action after the initial consultation with the Local Authority Designated Officer;
- will be kept informed of all stages of the investigation;
- will be advised to contact their union or professional association as soon as an allegation has been made;
- will be advised by their union or professional association at all stages of the investigation

Suspension of the Named Person in the Allegation may occur if:

- a child or children are at risk;
- the allegation is of a very serious nature;
- it will help in the smooth running of the investigation

Records of Allegations

A detailed record of each allegation must be kept which clearly shows the:

- nature of the allegation
- follow-up action
- decision reached
- action taken

Written records must be:

- kept on the person’s confidential personnel file with a copy given to the person concerned
- kept for a period of 10 years

Details of allegations that are found to be malicious (that is allegations made to deliberately to deceive) will be removed from personnel records and will not be included in any future references.

In cases of an allegation being deliberately invented or malicious we will consider taking action against those

who have made false accusations.

Confidentiality

When an allegation has been made and during the investigation we will do everything possible to maintain confidentiality.

Be aware that under section 141F of the Education Act 2002 that there is a prohibition on reporting or publishing allegations about teachers.