

Wolverdene Special School

Allegations of Abuse against Staff Policy – March 2014

Produced By:	P Graham, Governor
Approved for School:	
Headteacher:(Signature)
Date: 18 th March, 2014	
Approved by Governing Body:	
Chair/Deputy Chair:(Signature)
Date: 18 th March, 2014	

Status

Statutory

Purpose

This policy is part of the School's overall strategy to safeguard and promote the welfare of our pupils. Their welfare is paramount. We also believe that adults about whom there are concerns should be treated fairly and honestly and be provided with support.

Who/what was consulted?

DfE guidance on safeguarding children and handling allegations of abuse informed this policy.

Relationship to other policies

This policy should be read in conjunction with our Restrictive Intervention, Safeguarding, Staff Induction and Whistle Blowing policies.

Roles and responsibilities of Headteacher, other staff and Governors

The Headteacher will:

- ensure that all staff are aware of their responsibilities to safeguard children and promote their welfare (including through induction and ongoing training);
- maintain a code of conduct for staff based on Guidance for Safer Working Practice for Adults Who Work with Children and Young People in Education Settings;
- ensure that parents and carers are aware of relevant aspects of the code of conduct for staff – for example, not giving children their personal mobile numbers, not giving children gifts, lifts home, etc.;
- ensure that parents and carers know who to go to if they have concerns;
- ensure that children know who to go to if they have any concerns about their personal safety and well-being and that they understand the importance of not making unfounded allegations;

- agree with the Governing Body what behaviours to address through the School's complaints or disciplinary procedures and in what circumstances they should contact the Local Authority Designated Officer (LADO), and review the decisions at least annually;
- always contact the LADO when there is reason to believe that an adult has behaved 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 she or he is unsuitable to work with children;
- contact the LADO when an employee's behaviour is a matter of concern because it compromises or may be seen to compromise the reputation and ability of the School to safeguard children and young people;
- only use suspension when there is cause to suspect a child is at risk of significant harm, the allegation warrants investigation by the police, or the allegation is so serious it might be grounds for dismissal;
- ensure that any bar on contact between an accused teacher and other staff should apply on School premises only;
- safeguard the confidentiality of all concerned as far as possible;
- keep a clear and comprehensive summary of any allegations made, details of how they were followed up and resolved and of any action taken and decisions reached. The Headteacher will keep these records in the individual's confidential personnel file and give a copy to the individual, and retain them until the person reaches normal retirement age, or for ten years, whichever is longer;
- facilitate the re-integration of staff following suspension or the conclusion of a case, by counselling, guidance, support, reassurance and confidence building; and
- contact the Chair of Governors if the complaint concerns him or herself and may if deemed appropriate, on the advice of the LADO, be suspended pending further investigation of the alleged event, on terms to be agreed between the LADO and the Chair of Governors.

The Governing Body will:

- ensure that the School's values explicitly promote the safeguarding and well-being of children;
- espouse the basic human right of being innocent until proven guilty;
- identify a Governor to lead on child protection. In the event of an allegation of abuse being made against the headteacher this Governor will take responsibility for liaising with the LADO. The same governor will decide with the Headteacher how to secure an independent, objective investigation when necessary;
- agree with the Headteacher what behaviours to address through the School's complaints or disciplinary procedures and in what circumstances they should contact the LADO;
- ensure that at least one Governor undertakes the Safer Recruitment training programme;
- ensure that any members who could be called to sit on disciplinary hearings are appropriately trained; and
- ensure that at least once each year the Governing Body receives a full report on the School's arrangements for safeguarding children and promoting their welfare.

Staff will:

- put the welfare and well-being of children first;
- make every effort not to expose themselves to risk of an allegation being made;

- follow the guidelines set out in the staff code of conduct;
- report any incident that they suspect indicates an adult has behaved in a way that has harmed, or may have harmed, a child; has possibly committed a criminal offence against, or related to a child; or has behaved towards a child or children in a way that indicates she or he is unsuitable to work with children; and
- ensure that they access available training, guidance, support and supervision to fulfil their responsibilities to safeguard children.

Arrangements for monitoring and evaluation

The Governing Body will schedule into its meeting agendas annually a full report on safeguarding and child protection arrangements in the School. This will be compiled by the Headteacher, senior designated teacher and the Governor with responsibility for child protection.

It will seek evidence that the induction of staff and ongoing training include familiarisation with the staff code of conduct, including through exit interviews.

A committee of the Governing Body will review each decision to suspend a member of staff once proceedings have run their course, including judging whether the procedure, and the length of it, was justified. It will also review the handling of each allegation to assess whether it was handled expeditiously and whether the accused received appropriate support.

Review

This policy will be reviewed annually.

Record of Reviews

Due Date	Actual Date	Headteacher Signature	Chair/Deputy Chair Signature
22/1/15	17/3/15		
22/3/16	17/5/16		
17/5/17			