



Managing Allegations against Staff and Volunteers

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 online. 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 a Woodventurers site, or carrying out any activity on behalf of the companies 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 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.

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.

All members of the SLT and the designated safeguarding leads with responsibility for child protection have a responsibility to ensure that all staff know about and understand the procedure for reporting an allegation. Also, 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 senior management team and the designated safeguarding lead have a responsibility to be familiar with the Statutory Guidance in its entirety.



Immediately 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:**

- 1) Report the facts to one of the DSL's as soon as possible; do not withhold information however trivial it may seem.
- 2) All concerns will be listened to and managed appropriately; a Case Manager will be allocated and you will be kept informed of the named person in case you need to discuss the case any further. Always maintain strict confidentiality. In the absence of the Case Manager you must report the matter, or any further concerns, to the most senior person available who will carry out the Case Manager's duties in his/her absence. If the allegation concerns the Case Manager then the matter must be reported to the Directors.
- 3) 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.

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. These will be followed accordingly.

The contact details for the DSL's are: Nicki Proietti nicki@woodventurers.co.uk and Toni Rogers toni@woodventurers.co.uk

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