

**ST JAMES' RC PRIMARY SCHOOL**  
**ALLEGATIONS AGAINST STAFF POLICY**

**FAITH IN ACTION, WORKING TOGETHER,**  
**WALKING IN THE FOOTSTEPS OF CHRIST**

THE DESIGNATED SAFEGUARDING LEAD IS MRS LISA WEEKS

THE DEPUTY DESIGNATED LEAD IS MRS MICHELLE WILSON

St. James' RC Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This policy should be read alongside The Safeguarding and Child Protection Policy.

An allegation is any information which indicates that a member of staff/volunteer may have:

- Behaved in a way that has, or may have harmed a child;
- Possibly committed a criminal offence against/related to a child;
- Behaved towards a child or children in a way which indicates s/he would pose a risk of harm if they work regularly or closely with children.

This applies to any child the member of staff/volunteer has contact within their personal, professional or community life.

All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding arrangements. Where a member of staff feels unable to raise an issue with the Head teacher out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation they should refer to the staff Whistle-Blowing Procedure.

If staff members have concerns about another staff member then this should be referred to the Head teacher. Where there are concerns about the Head teacher, this should be referred to the Chair of Governors.

The Chair of Governors in this school is:

NAME: Mrs Mary Hutchinson [m.hutchinson248@btinternet.com](mailto:m.hutchinson248@btinternet.com)

We understand that a pupil may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will:

- a) Take the allegation seriously;
- b) Ensure the child is safe and supported;

c) Inform the Head teacher as soon as possible.

d) The member of staff should then accurately record what they have been informed/observed.

The Head teacher, on all such occasions, will discuss the content of the allegation with the Local Authority Designated Officer (LADO). The Head teacher will decide whether a suspension is necessary on the basis of advice from LADO. The person who is the subject of the allegations will be kept informed of the progress of the case and consideration will be given as to what other support is appropriate for the individual. If Parents or carers of a child or children involved are not already aware of the allegation, the LADO will discuss how and by whom they should be informed

In the event of allegations of abuse being made against the Head teacher, where a staff member feels unable to raise an issue with the Chair of Governors or feels that their genuine concerns are not being addressed, allegations should be reported directly to the Local Authority Designated Officer (LADO).

The person to whom an allegation is first reported should take the matter seriously and keep an open mind. They should not investigate or ask leading questions if seeking clarification; it is important not to make assumptions. Confidentiality should not be promised and the person should be advised that the concern will be shared on a 'need to know' basis only. Actions to be taken include making an immediate written record of the allegation using the informant's words – including time, date and place where the alleged incident took place, brief details of what happened, what was said and who was present. This record should be signed, dated and immediately passed on to the Head teacher. The recipient of an allegation must not unilaterally determine its validity, and failure to report it in accordance with procedures is a potential disciplinary matter. The Head Teacher/Chair of Governors will not investigate the allegation itself, or take written or detailed statements, but will assess whether it is necessary to refer the concern to the Local Authority Designated Officer. If the allegation meets any of the three criteria set out at the start of this section, contact should always be made with the Local Authority Designated Officer without delay.

We follow the guidelines set out in Keeping Children Safe in Education (KCSIE) DfE, September 2018, our Local Safeguarding Children Board protocols for managing allegations and the school's Allegations Against Staff Policy.

If it is decided that the allegation meets the threshold for safeguarding, this will take place in accordance with the Bromley Safeguarding Children Board Inter-agency Child Protection and Safeguarding Children Procedures. If it is decided that the allegation does not meet the threshold for safeguarding, it will be handed back to the Head teacher for consideration via the school's internal procedures. The Head teacher should, as soon as possible, following a briefing from the Local Authority Designated Officer inform the subject of the allegation. For further information see:

NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns Regarding child protection failures internally. Staff can call: 0800 028 0285. This line is available from 8:00 AM to 8:00 PM, Monday to Friday or Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Safer working practice

To reduce the risk of allegations, all staff should be aware of safer working practice and should be familiar with the guidance contained in the staff handbook.

Monitoring and Evaluation

This policy will be updated in line with any new developments in the school and/or any new government guidance.

It will be reviewed every year.

It was last reviewed in: September 2018

It will next be reviewed in: September 2019

This statement of policy was approved by the Governing Body at their meeting on:-

Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Chairperson)

\_\_\_\_\_ (Head teacher)