



POLICY FOR DEALING WITH ALLEGATIONS OF ABUSE AGAINST TEACHERS AND OTHER STAFF

This policy and guidance for practice and procedure was agreed by the staff and Governing Body of Alexandra Infant and Alexandra Junior School.

At Alexandra Infant and Junior School we adhere to the DfE and L.A. policy and practice for "Dealing with Allegations of Abuse Against Teachers and Other Staff."

SUMMARY OF PRACTICE AND PROCEDURE FOR DEALING WITH SUCH ALLEGATIONS AT ALEXANDRA INFANT SCHOOL

- It is essential that any allegations of abuse made against a teacher or other member of staff or volunteer in our school is dealt with fairly, quickly and consistently in a way that provides protection for the child and at the same time supports the person who is the subject of the allegation.
- All allegations should be reported straightaway to the Head Teacher or the Chair of Governors in cases where the Head Teacher is the subject of the allegation or concern.
- The L.A. Designated Officer will be informed of any such allegations.
- Parents/carers of child/children involved will be told about the allegation if they do not already know about it.
- Where appropriate, social care or Police will be notified.
- The person who is the subject of the allegation will be kept informed and appropriately supported.
- Advice will be given to the subject of allegation to contact their Union.
- Every effort will be made to maintain confidentiality.
- Every opportunity will be given to answer the allegation.
- A clear and comprehensive summary of any allegation made, details of how this was followed up and resolved, action taken, and decisions reached will be kept and kept on a person's confidential file and a copy provided to the person involved.
- Cases will be resolved as quickly as possible and consistently with a fair thorough investigation.
- The L.A. Designated Officer will oversee and monitor any such allegation.
- All allegations will be followed up and examined objectively.

PROCESS

1. Allegation made – reported to Head Teacher (or Chair of Governors in case of allegation against Head Teacher.

2. If it is alleged that the subject has behaved in a way that has harmed a child, or may harm a child, or possibly have committed a criminal offence against or related to a child, or behaved towards a child in a way that indicates he/she is unsuitable to work with a child then the Head Teacher will report to the L.A. Designated Officer on the same day.
3. If appropriate to do so, social care/Police will be informed.
4. The L.A. Designated Officer/Head Teacher will discuss the matter and obtain further information.
5. If it is agreed the allegation is not patently false, the L.A. Designated Officer will refer to social care for a strategy discussion.
6. If a criminal offence might have been committed the L.A. Designated Officer will immediately inform the police and convene a discussion.
7. After consideration, if the allegation does not involve a possible criminal offence the employer will deal with it.

The Head Teacher will follow appropriate action within 3 working days. If a disciplinary hearing is required without further investigation, this will be within 15 working days.

8. If further investigation is required to inform consideration of disciplinary action, the Head Teacher, school personnel advisor will discuss who will do that with the L.A. Designated Officer. A report will be provided to the employer within 10 working days.
9. On receipt of the report of a disciplinary investigation, Head Teacher and Chair of Governors, in consultation with L.A. Designated Officer will consult to decide if a disciplinary hearing is needed within 2 working days. This will be heard within 15 working days.
10. The L.A. Designated Officer will continue to liaise with school, monitor progress and give support and advice.
11. If school ceases to use the person's services or the person ceases to provide his/her service, the Head Teacher will consult the L.A. Designated Officer about whether a referral to the DfE is required. If appropriate, this will be done within 1 month.

This Policy will be reviewed annually.