



Determination Respect Engagement Ambition Motivation Success

Trafford Alternative Education Provision

**Statement of Procedures for Dealing with Allegations of Abuse
against Staff 2024-25**

Managing allegations against professionals who work with children

1. All concerns and/or allegations against those working in or on behalf of schools and colleges in a paid or unpaid capacity, this includes, members of staff, supply teachers, volunteers and contractors are dealt with in line with the school's Managing Allegations Policy.
2. An allegation is any information which indicates an adult who works with children and young people under 18 (paid or voluntary staff) may have:
 - i. Behaved in a way that has harmed a child, or may have harmed a child; ii. Possibly committed a criminal offence against or related to a child;
 - iii. Behaved towards a child or children in such a way that indicates he or she may pose a risk of harm to children; or
 - iv. Behaved or may have behaved in a way that indicates they may not be suitable to work with children.
3. This applies to any child the member of staff has contact with in their personal or professional life.
4. All staff are reminded of the schools Whistleblowing Policy, which may be found on the school website and staff shared
5. Allegations regarding members of staff at the school must be reported immediately to the head teacher, or in their absence the deputy head teacher. The designated safeguarding lead will talk through your concerns even though you may feel uncomfortable doing this in relation to a colleague. In addition if you feel you may be at risk of an allegation then self-report the issue as you may find yourself in a difficult situation.
6. Any allegations concerning the head teacher should be referred to the Chair of Governors, chair of the management committee or proprietor of an independent school using the contacts details set out in the key information section of this policy.

7. Concerns that meet the above criteria will be referred to the Local Authority Designated Officer (LADO) within one working day.

(LADO). Allegations of Professional Abuse.

Anita Hopkins 0161 912 5024. **LADO@trafford.gov.uk**.

[Allegation of professional abuse \(egovhub.net\)](http://egovhub.net)

8. Initial discussions with the LADO will consider the nature of the allegation and next steps.

9. Whilst the setting does not directly employ supply staff, we will ensure allegations are dealt with properly. In no circumstances will our setting decide to cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the local authority designated officer (LADO) to determine a suitable outcome. The Governing Body will discuss with the agency as to whether it is appropriate to suspend the supply teacher, or redeploy them to another part of the school, whilst they carry out their investigation.

10. The setting will usually take the lead because agencies do not have direct access to children or other school staff, so they will not be able to collect the facts when an allegation is made, nor do they have all the relevant information required by the LADO as part of the referral process.

11. The Managing Allegation policy sets out the procedures in place to make a referral to the Disclosure and Barring Service (DBS) if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have been had they not resigned. Or where a teacher's employer, including an agency, dismisses or ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first, they must consider whether to refer the case to the Secretary of State (via the Teaching Regulation Agency).

12. There is a legal requirement for schools and colleges to make a referral to the DBS where they remove an individual from regulated activity (or would have removed an individual had they not left), and they believe the individual has:

i. engaged in relevant conduct in relation to children and/or adults, ii. satisfied the harm test in relation to children and/or vulnerable adults; or iii. been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence. The DBS will consider whether to bar the person.

13. Where a school or sixth form college teacher's employer, including an agency, dismisses or ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first, they must consider whether to refer the case to the Secretary of State, (via the Teaching Regulation Agency) as required by sections 141D and 141E of the Education Act 2002. The Secretary of State may investigate the case, and if s/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person.

14. Governing bodies and proprietors should have policies and processes to deal with concerns (including allegations) which do not meet the harm threshold set out above. Concerns may arise in several ways and from a number of sources. For example: suspicion; complaint; or disclosure made by a child, parent or other adult within or outside of the organisation; or as a result of vetting checks undertaken. It is important that schools and colleges have appropriate policies and processes in place to manage and record any such concerns and take appropriate action to safeguard children

15. As part of their whole school approach to safeguarding, the school ensures that we promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately.