



Allegations Made Against Staff

RATIONALE

This policy, like all school policies, is to be implemented in accordance with the principles and practice stated in our Single Equality Scheme.

Harrow Way Community School acknowledges that parents, students and staff have a right to raise concerns and have them addressed appropriately. Complaints will be handled objectively and with sensitivity, and not in a reactive and subjective manner.

This policy has been written and is to be reviewed in conjunction with the 'Safeguarding Children' Policy.

PURPOSE

To promote Safeguarding

OBJECTIVES

- to promote a shared approach and confidence in the school
- to promote a fair and consistent approach in dealing with allegations
- to determine whether there has been any unsatisfactory/inappropriate practice or action, as early as possible in a fair and objective manner
- to provide an appropriate resolution
- to implement any necessary changes designed to bring about better Safeguarding.

Procedure for Staff members to follow if aware of or informed of Allegations about another adult in the school

Allegations may come directly from an individual member of staff or be an allegation passed to a member of staff from another adult, a parent or carer or a student.

If anyone in the organization has a concern about the words or actions of another adult or receives an allegation that a member of staff or volunteer has spoken inappropriately or taken any action that might be interpreted as inappropriate or suspicious e.g.

- Inappropriate conversation or action that may be sexual in nature
- Inappropriate strategy for managing behaviour
- Emotional abuse



- Physical abuse
- Neglect
- A sexual relationship with a student

The individual with this concern, information or knowledge must pass this directly to the Headteacher only, and where it is a third party complaint advise he/she that they should inform the Headteacher directly too. Only the Headteacher or a delegated Senior Leader is authorized to take any further action or pursue an investigation. Where there is a child protection concern the complainant should also refer to the CPLO only in relation to the child. If the concern relates to the Headteacher then the matter must be reported to the Chair of Governors.

NB:It is vital at this stage that the adult about whom the allegations are made must not be informed nor must any students involved be asked to make a statement. The allegation or complaint must not be discussed with anyone else at all. The complainant should be informed that their complaint or allegation will be taken seriously and that the Headteacher will be informed immediately and if they wish to communicate further about the allegation any communication should be with only the Headteacher.

Concerns

Dealing with concerns rather than specific allegations

The above process sets out the correct response to specific allegations against a member of staff or a volunteer. However, concerns may arise about an individual as a result of a combination of apparently minor incidents, or from patterns of behaviour that raise concerns that an individual may be involved in some inappropriate conversations, behaviour, actions or relationship with children that could constitute abuse.

Any adult in the organisation has a professional responsibility to pass on such concerns to the Headteacher, without discussion with anyone else, following the same procedure as a specific allegation.

Concern may arise anonymously or from observations by senior managers, reports from other staff, from parents or others outside of the school.

Committee responsible for review:	Staffing
Date ratified by Governing Body:	8 May 2014
Date of next review:	May 2017