

Federation of St John's and St Paul's Whitechapel CE Primary Schools
STATEMENT OF PROCEDURES FOR DEALING WITH ALLEGATIONS
OF ABUSE AGAINST TEACHERS & OTHER STAFF AND VOLUNTEERS

1. Introduction

- 1.1 This Statement of Procedures follows the DfE Statutory Guidance 'Keeping Children Safe in Education' (KCSIE) (September 2026): Part 4: It will be used in respect of all cases where it is alleged that an employee, trainee teacher, volunteer, supply staff, contractor, or a person with permission to be on the premises

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

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 the premises or carrying out any activity on behalf of the school has;

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with 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.

This includes allegations involving any type of abuse or neglect, inappropriate relationships with pupils, grooming behaviour of any kind, possession or generation/distribution of indecent photographs or AI-generated deepfake images of children, and Harmful Sexual Behaviour (HSB) or offences under the Sexual Offences Act 2003.

- 1.2 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.

2. Communicating the Procedures

- 2.1 All members of the senior management team and the designated safeguarding lead with responsibility for child protection have a responsibility to ensure that all staff know about and understand paragraph 3 below.
- 2.2 In accordance with DfE Statutory Guidance (KCSIE 2026), all staff must read Part 1 of Keeping Children Safe in Education (2026) in full (following the removal of Annex A) and sign an annual declaration confirming understanding.
- 2.3 All members of the senior leadership team and the Designated Safeguarding Lead have a responsibility to be familiar with the Statutory Guidance in its entirety.

3. Immediately Reporting an Allegation

- 3.1 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 (as described in paragraph 1.1 above) may have behaved inappropriately or you have received information that may constitute an allegation **you must:**
- Report the facts to the Head of School St Pauls/Deputy Head St Johns (Case Manager) as soon as possible. All concerns will be listened to and managed appropriately; do not withhold information however trivial it may seem.
 - In the absence of the Case Manager, you must report the matter 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

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Chair of Governors.

- 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.
- Maintain strict confidentiality.

3.2 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.

4. The initial response to an allegation and responsibility of a Case Manager

4.1 *The duties and responsibilities regarding an initial response are as described in KCSIE (Sept. 2026) Part 4: Safeguarding concerns or allegations made about staff, including supply teachers, trainee teachers, volunteers, and contractors:*

- Transferable Risk: Behaviour taking place outside of school that indicates an individual may not be suitable to work with children represents a 'transferable risk'. Where such behaviour occurs, an assessment of transferable risk to children with whom the person works must be conducted. If in doubt, the Case Manager must seek immediate advice from the Local Authority Designated Officer (LADO).
- Clear & Immediate Reporting: Policies and procedures must state explicitly to whom concerns and allegations should be reported, ensuring reports are made immediately and without delay.
- Role of Supply Agencies and Trainee Providers: Where an allegation concerns a supply teacher or trainee teacher, the school remains responsible for gathering the facts and managing the safeguarding response in consultation with the LADO, while the employing agency/institution leads on any employment disciplinary procedures.
- Case Manager Designation: A 'case manager' will lead any investigation. This will be the Executive Headteacher or Head of School, or, where the Headteacher is the subject of an allegation, the Chair of Governors.

4.2 The contact details for the Local Authority Designated Officer for Safeguarding are:

LADO@towerhamlets.gov.uk

Telephone: 0207 364 0677