

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) (Sept. 2023): Part 4: Allegations of abuse made against teachers and other staff:

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.

- 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 the DfE Statutory Guidance, all staff should read, at least, KCSiE, (Sept. 2023): Part 1: Information for all school and college staff.
- 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 (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 (Head of School), 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 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

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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 to an initial response are as described in KCSiE (Sept. 2023) Part 4: Allegations of abuse against teachers and other staff:

339. The last bullet point above includes behaviour that may have happened outside of school, that might make an individual unsuitable to work with children, this is known as transferable risk.

340. Where appropriate an assessment of transferable risk to children with whom the person works should be undertaken. If in doubt seek advice from the local authority designated officer (LADO).

341. It is important that policies and procedures make clear to whom allegations should be reported and that this should be done without delay.

A "case manager" will lead any investigation. This will be either the headteacher or principal, or, where the headteacher is the subject of an allegation, the chair of governors or chair of the management committee and in an independent school it will be the proprietor.

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

LADO@towerhamlets.gov.uk

Telephone: 0207 364 3505