



*Our Best Preparation for Tomorrow
Is Doing Our Best Today*

Westbrook Old Hall

PRIMARY SCHOOL

MANAGING ALLEGATIONS AGAINST STAFF POLICY

**To be used in conjunction with the
Safeguarding Suite of Policies**

Date of Review	
Date of next Review	
Signed by Chair	

SCHOOL MISSION STATEMENT

We believe that the best preparation for tomorrow's future is striving to do our best today.

We believe that because **our children matter**, they have the right to be safe and healthy, happy and confident, recognised for the individuals they are and for those they might become.

We believe that because **our children's achievement matters**, they have the right to an excellent learning environment that promotes high expectations, ensures inclusion, recognises diversity and promotes progress and attainment.

We believe that because **our children's future matters**, they have the right to lead, the right to follow, the right to take best advantage of present and future technology and the right to a global life free from threat

Aims (Outcomes)

Our school aims that all children:

- Are tolerant and responsible
- Are happy and confident
- Are safe and healthy
- Are skilled and willing
- Are eco aware
- Are techno 'cute'
- Are leaders and partners
- Are flexible
- Are given every opportunity to attain and progress
- Are mindful of the joy of diversity
- Are focused on being excellent in all they do
- Are expected always to do their best

SCHOOL AIMS

Our **children** matter, as does their **achievement** and so too does their **future**.

Because our children matter, we will work to:

- Ensure they are safe and ensure that they can keep themselves and others safe too
- Make sure that school life is happy, enjoyable and rewarding – taking each and every opportunity to build confident, positive citizens of the future
- Develop individuals with a sense of responsibility to themselves and to their community, able to respond positively to different views and beliefs

Because our children's achievement matters, we will work to:

- Release and develop the excellence latent in all our children
- Ensure high expectations in all we do, developing a culture that remains positive about the steps to success and able to celebrate success accordingly
- Provide an inclusive learning framework where individual needs are recognised and catered for, where diversity is celebrated for what it offers our school community
- Ensure that all children make good progress leading to attainment appropriate to potential
- Develop learners with a love of learning and a commitment to future learning in life

Because our children's futures matter, we will work to:

- Develop their ability to release the opportunities provided by technologies present and future
- Develop their awareness of their footprint upon this 'one' world and how they can contribute to its sustainability
- Develop a skills base and a solution-focused attitude that can be applied to effect in a variety of circumstances now and in the future
- Develop an ability to lead others and to be led by others in productive working partnerships

Equality Statement

Equal Opportunities is the responsibility of the whole school community and must be reflected throughout the organisation of the school and be addressed in the taught and hidden curriculum.

All staff, governors, parents/guardians and pupils will be involved in developing, implementing and monitoring the equal opportunities policy and practice.

All staff, governors, parents/guardians and pupils regardless of race, religion, ethnicity, disability, age, gender, sexual orientation and socio-economic background, are welcome and will be encouraged to participate in the life of the school.

The school recognises its responsibilities under the Equality Act 2010 to eliminate discrimination and to promote good race relations.

British Values

The government set out its definition of British Values in the 2011 Prevent Strategy. At Westbrook Old Hall we reinforce regularly the following values through an agreed programme: Democracy, The Rule of Law, Individual Liberty, Mutual Respect and Tolerance of those of Different Faiths and Beliefs.

The Governing Body of Westbrook Old Hall Primary School shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school. The Governing Body recognises its collective responsibility to safeguard and protect the welfare of children and young people in accordance with its statutory responsibility under Section 175 of the Education Act 2002 and where appropriate under the Children Acts.

All schools are under an absolute duty to promote and safeguard the welfare of children at their school. At Westbrook Old Hall Primary School we take this responsibility seriously and ensure that any allegation of abuse made against a teacher, other member of staff or volunteers in the school is dealt with fairly, quickly and consistently, in accordance with the Department for Education (DfE) guidance.

We expect all members of staff in the school to report any concerns in accordance with this policy, which they are made aware of during their induction.

We ensure that all parents/carers know how to complain about the behaviour or actions of staff or volunteers within the setting, which may include an allegation of abuse.

This policy is available on the school's website or upon request from the school office.

We respond to any inappropriate behaviour displayed by members of staff or any person working with children, which may include:

- behaving in a way that has harmed or may have intended to harm a child.
- possibly committing a criminal offence related to a child.
- behaving towards a child or children in a way that indicates they are unsuitable to work with children.

In addition, these procedures will be used:

- if there are concerns about the person's behaviour towards their own children.
- if there are concerns about children unrelated to their employment or voluntary work and there has been a recommendation from a strategy discussion that consideration should be given to the risk posed to children they work with.
- when an allegation is made about abuse that took place some time ago and the accused person may still be working or having contact with children.

The school will not attempt to manage allegations or concerns which meet any of the above criteria through other mechanisms such as the School Complaints Procedure or Disciplinary Procedures, unless written agreement to do so has been confirmed by the Local Authority Designated Officer (LADO).

We follow the guidance of Warrington Safeguarding Children's Board (WSCB) when responding to any allegation against a member of staff or volunteer within the setting.

The allegation will be recorded and reported to the Headteacher immediately, unless the allegations are about the Headteacher in which case it must be reported to the Chair of Governors. If the Headteacher is absent, the allegation should be reported to the Deputy Headteacher.

The Headteacher or Chair of Governors will ensure that they have a full understanding of what is being alleged; only speaking to the child if it is unavoidable or it is the child making the allegation.

At this stage no one in the school will investigate the incident by interviewing either those directly involved or any witnesses unless instructed to do so; to do so could prejudice a fair hearing at a later date.

The Headteacher or Chair of Governors will simply establish that:

- an allegation has been made
- the general nature of the allegation
- when and where the incident is alleged to have occurred
- who was involved
- any other persons present

The matter will not be discussed with the person who is the subject of the allegation at this stage.

It is important to ensure that even allegations that appear to be less serious are seen to be followed up and taken seriously and that someone independent of the allegation examines them objectively.

If the allegation meets any of the criteria outlined at the start of this policy, the Headteacher or Chair of Governors would then contact the LADO to investigate and take further advice from them:

LADO – Fiona Walker – 01925 443102

Assistant LADO – Beki Byron – 01925 443103

Westbrook Old Hall Primary School will provide the LADO, the Police and Children's Social Care with any personal data/information about staff members, governors, children or parents which the said organisation(s) deem relevant to child protection enquires.

The school will also report the allegation to Ofsted, as well as what measures have been taken. We are aware that it is an offence not to do so.

If the parents/carers of the child concerned are not already aware of the allegation, the LADO will discuss how and by whom they should be informed.

In some circumstances the school may advise parents/carers of an incident involving their child straight away, for example, if the child has been injured while at school or in a school related activity and requires medical treatment.

The Headteacher takes advice from the LADO as to when to inform the accused person about the allegation.

If the person is a member of a union or professional association they will be advised to contact that organisation and access to counseling services will be made available.

The Headteacher will continue to follow Warrington Local Authorities procedures for managing allegations against staff, working closely with the LADO, who has overall responsibility for oversight of the procedures for dealing with allegations.

Any investigation will be done in confidence. Every effort will be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

No one in the school may provide any information to the press or media that might identify an individual who is under investigation.

No one in the school may disclose any information to anyone about the details of an investigation as this may prejudice the right of the person under investigation to a fair hearing.

The Headteacher will ensure that a comprehensive summary of any allegations made are kept on an individual's personnel file and a copy is provided to the person concerned.

The purpose of the record is to enable accurate information to be given in response to any future request for reference. At the conclusion of the investigation, if the person under investigation is exonerated, the school will write to the person confirming this and send a copy to the LADO and place a copy on the person's personnel file.

The school will endeavour to follow the timescales set out in the guidance for such investigations, as long as this is consistent with a fair and thorough investigation. However, it is acknowledged that serious and complex allegations are unlikely to be resolved quickly, particularly where specialist evidence is needed or the matter comes to a contested trial.

The school will cooperate in supplying statistical information required by the LADO for DfE returns and Local Safeguarding Children Board monitoring purposes.

In cases where it is decided that a person who has been suspended can return to work, the school will consider how best to facilitate that.

At the conclusion of a case in which an allegation is substantiated, the Headteacher and Chair of Governors will review the case with the LADO to determine whether there are any improvements to be made to the school's practice to help prevent similar events in the future.

In the rare event that an allegation is shown to have been deliberately invented or malicious, the Headteacher will consider whether any disciplinary action is appropriate against the pupil who made it.

The police will be asked to consider whether any action might be appropriate against the person responsible if they are not a pupil.

In some cases, the school will need to consider an investigation case in which normal disciplinary procedures do not apply and may need to act jointly with another organisation.

That will be necessary when, for example, an allegation is made against a supply teacher provided by an employment agency or against a person employed by a contractor or a volunteer provided by a voluntary organisation. In some cases normal disciplinary procedures may not be appropriate because the person is a volunteer or self-employed.

Although in those cases, the school will not have a direct employment relationship with the individual, the school will cooperate in an investigation and in reaching a decision about whether to continue to use the person's services or to provide the person for work with children in future and whether to report the person to DfE.