

Confidentiality

Every effort will be made to maintain confidentiality and guard against unwanted publicity. If you are a teacher, specific reporting restrictions apply under the Education Act 2011 (your union representative will be able to offer guidance on this.)

Support

Your employer should advise you to contact your trade union representative, if appropriate, and give you a named point of contact in the organisation. You should also be given access to welfare counselling or medical support where this is provided by the employer. You may wish to contact your GP

Your manager will ensure that you are kept informed of both the progress of the case and current work related issues. Social contact with colleagues and friends will not normally be prevented unless there is evidence to suggest that such contact is likely to be prejudicial to the gathering and presentation of evidence. You will be directed not to discuss the case with colleagues as this could interfere with any investigation

Referral to the Disclosure and Barring Service (DBS) and other Regulatory Bodies

If the allegation is substantiated and you are dismissed or your employer ceases to use your services, or you resign or otherwise cease to provide your services, the LADO will discuss with your employer whether a referral to the [Disclosure and Barring Service \(DBS\)](#) for consideration of inclusion on the barred lists, and / or to a Professional Regulatory Body is required.

Further Guidance

More detailed guidance can be found in the Local Safeguarding Children Board procedures.
www.safeguardingchildren.co.uk/section-10-procedures.html

Specific guidance for education is included in: “**Keeping Children Safe in Education 2015**”
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Manager:
Contact at Work:
HR/Personnel Adviser:
Union / Professional Association Rep:
Counselling / GP
Other:



GUIDANCE FOR STAFF AND VOLUNTEERS FACING AN ALLEGATION

APRIL 2016



Adapted and updated version of a document originally produced by the national network of Investigation and Referral Support Co-ordinators

Introduction

This leaflet has been designed to provide you with information when an allegation has been made that you have:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates you may pose a risk of harm to children.

You should be informed as soon as possible that an allegation has been made to your manager and reported to the Local Authority Designated Officer (LADO) *unless* police or Children's Social Care need to be consulted to agree what information can be disclosed.

You will be informed where the LADO and your senior manager agree that no further action is to be taken.

Initial Action

Where necessary, a strategy discussion and/or an initial evaluation meeting will take place in order to share relevant information and determine whether an investigation needs to be undertaken, and, if so, by whom.

This meeting will involve all relevant people including police, Children's Social Care, your manager, and the HR provider, as appropriate. The meeting will discuss any children who may be at risk including your own children and any other children with whom you have contact, including through any other paid / voluntary work. You will not be invited to attend this meeting.

Investigation(s)

The police will determine if they are going to conduct a criminal investigation, in which case you will be contacted by them directly.

The police will aim to complete their enquiries as soon as possible and will keep the progress of the case under review.

Children's Social Care will determine if they need to undertake enquiries and assessments about whether a child is in need of protection or in need of services. You will be contacted by them directly if this is the case and informed of timescales.

Where an investigation by the police or CSC is unnecessary, or has been completed, the Senior Manager will need to determine if any further disciplinary / internal investigation is needed.

If so the investigating officer should aim to produce a report for your employer within 10 working days. Your employer will then decide if a disciplinary hearing is needed within two working days, and if needed, a hearing should be held within 15 working days.

Volunteers and Supply Workers

Normal disciplinary procedures may not apply to you if you are a volunteer or supply worker. Your organisation will need to determine if they will undertake an investigation to decide whether to continue to use your services.

Regulations on suspension also may not apply and your organisation will need to decide if your work should continue and whether any conditions should be put in place.

Suspension

You should not be suspended automatically

Suspension should only be considered in cases where:

- there is cause to suspect a child or other children at the workplace is or are at risk of harm, or
- the allegation is so serious that it might be grounds for dismissal.

The Senior Manager must consider carefully whether the circumstances of the case warrant you being suspended from contact with children at the workplace until the allegation is resolved.

The Senior Manager should also consider whether the result that would be achieved by immediate suspension could be obtained by alternative arrangements e.g. redeployment, supervision or alternative work.

Written confirmation of the suspension should be sent to you within one working day, giving reasons for the decision. If a suspension is put in place it should be reviewed on a regular basis.

Record Keeping

A comprehensive summary of the allegation including how it was followed up and resolved and the decisions and action taken, should be kept on your confidential personnel file and you should be provided with a copy.