

# **Chiswick & Bedford Park Preparatory School**

## **Allegations against Staff Policy**

### **General**

This policy applies to allegations against all members of staff and volunteers at Chiswick and Bedford Park Preparatory School (“the School”). It should be read in conjunction with the following policies:

*Safeguarding Children and Child Protection Policy*

*Health and Safety Policy*

*Complaints Policy*

*School Handbook*

*Code of Conduct*

The School will act fairly, quickly and consistently when an allegation is made against a member of staff or volunteer. The School has a duty to safeguard children and will take any such allegation extremely seriously. The School also has a duty as an employer to support the accused until an outcome has been reached to a case.

### **Designated Safeguarding Leads**

The Designated Safeguarding Lead has the responsibility for managing allegations and making sure that actions taken comply with local procedures.

The Designated Safeguarding Lead (DSL) for the School is:-

**Jessica Nettleton (Deputy Head) [jnettleton@cbppschoo.co.uk](mailto:jnettleton@cbppschoo.co.uk)**

The Deputy Safeguarding Lead is:-

**Geeta Koka (SENDCo) [gkoka@cbppschoo.co.uk](mailto:gkoka@cbppschoo.co.uk)**

The Safeguarding Governor from Dukes Education is:

**Libby Nicholas (Managing Director) [libby.nicholas@dukeseducation.com](mailto:libby.nicholas@dukeseducation.com)**

### **Government Guidance**

*Updated and reviewed September  
2023*

When managing an allegation the School will adhere to the Department of Education's statutory guidance set out in:

- *Keeping Children Safe in education (DfE 2023);*
- *Working together to safeguard children (DfE 2018); and*
- *Dealing with Allegations of Abuse against Teachers and Other Staff (DfE 2012).*

### **What is an allegation?**

An allegation is usually made when a member of staff or volunteer has:

- Behaved in a way that has harmed, or may have harmed, a child; or
- Committed a criminal offence against or related to a child; or
- Behaved in a way that indicates that they are unsuitable to work with.

### **Dealing with allegations**

All allegations will be dealt with as quickly as possible to:

- Minimise the risk to children; and
- Minimise the impact on a child's educational welfare; and
- Ensure a fair and thorough investigation for all parties involved.

All allegations should be reported immediately to the headmistress.

Where the allegation concerns the headmistress or member of the governing board, the allegation should be reported directly to the Designated Officer at the Local Authority (LADO see below).

If a person is deemed to be an IMMEDIATE RISK to children, the School will involve the police without delay.

### **Role of the LADO**

The LADO is a source of support and advice when allegations have been made. They also have a responsibility to monitor cases in the authority and provide data at regular intervals. A link to Hounslow Council's Protocol document is:

<http://hscb.org.uk/wp-content/uploads/2019/06/Hounslow-LADO-Protocol-2019.pdf>

***The Designated Officer will be contacted in all cases when an allegation is made.*** This is to help the Designated Safeguarding Lead and the Designated Officer explore the nature, content and context of the allegation. This will help to identify whether the member of staff has harmed a child, committed a criminal offence or is unsuitable to work with children.

The Designated Officer will advise the School on how the allegation should be investigated and what steps need to happen to support the individuals involved in the meantime.

The Designated Officer will provide the liaison with Children's Services and the police in cases where this is relevant and monitor their progress.

Parents or carers of a child or children involved will be told about the allegation as soon as possible if they do not already know of it. However, where a strategy discussion is required, or police or children's social care services need to be involved, the case manager will not do so until those agencies have been consulted and have agreed what information can be disclosed to the parents or carers.

The person who has been accused will be informed as soon as possible after consulting the Designated Officer and be made aware of the likely course of action unless instructed not to do so by the police or children's social services.

### **Types of Allegation**

As specified in *Keeping Children Safe in Education*, the following definitions will be used when determining the outcome of allegation investigations:

- **Substantiated:** there is sufficient evidence to prove the allegation.
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.
- **False:** there is sufficient evidence to disprove the allegation.
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

### **Recording Allegations**

Details of allegations that were found to be malicious will be removed from personnel records. However, for all other allegations, a clear summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, will be kept on the confidential personnel file of the accused, and a copy provided to the person concerned.

### **Duty to refer to Disclosure and Barring Service ("the DBS")**

The School will ensure that it meets the requirement to make a referral to the DBS if a person in regulated activity has been dismissed or removed due to safeguarding concerns, or would have been had they not resigned.

***This is a legal duty and failure to refer when the criteria are met is a criminal offence.***