

PROCEDURES FOR MANAGING ALLEGATIONS AGAINST PEOPLE WHO WORK WITH CHILDREN

POLICY

My Choice policy and procedures regarding allegations against staff have been developed through the Sussex child protection and safeguarding procedures.

These procedures are based on the framework for dealing with allegations of abuse made against a person who works with children, , detailed in Chapter 2 of Working Together to Safeguard Children 2015 and also **DfE statutory guidance Keeping Children Safe in Education September 2019**.

8.2.2 They should be followed by all organisations providing services for children and staff or volunteers who work with or care for children.

8.2.3 Compliance with these procedures will help to ensure that allegations of abuse are dealt with expeditiously, consistent with a thorough and fair process. Local Safeguarding Children Boards should therefore have arrangements in place for monitoring and evaluating their effectiveness.

8.2.4 These procedures should be applied when there is an allegation or concern that any person who works with children, in connection with his/her employment or voluntary activity, has:

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;

Behaved in a way that indicates (s)he is unsuitable to work with children

These behaviours should be considered within the context of the four categories of abuse. These include concerns relating to inappropriate relationships between adults and young people/ children, e.g. having a sexual relationship with an child under 18 if in a position of trust in respect of that child, even if consensual (section 16-19 Sexual offences Act 2003; 'grooming', i.e. meeting a child under 16 with intent to commit a relevant offence (section 15 Sexual Offences Act 2003); other 'grooming' behaviour giving rise to concerns of broader child protection nature e.g. Inappropriate text, email messages or images, gifts, socialising, etc. and possession of abusive images of children.

Employers or Organisations Responsibilities:

- My Choice have a named DSL who is responsible for ensuring that procedures in relation to allegations and concerns are in place and;
- Has an allocated Senior Manager to whom allegations or concerns should be reported. My Choice have a deputy to whom reports should be made in the absence of the designated senior manager or where that person is the subject of the allegation or concern.

The DSL for the school is the Headteacher (Jennifer Durlston-Powell) who will lead on all LADO referrals. The DSL will be supported in this by the Head of Education (Annie Murphy) and Senior Management Team – Dawn Ives, Director / RI and Debbie Woodgate, Operations Manager

The Local Authority Designated Officer (LADO) to report concerns to:

West Sussex Local Authority: LADO

Child Protection Advisor (Children's Safeguarding)

[West Sussex County Council](#)

Room 41, South Wing, Durban House, Durban Road, Bognor Regis, PO22 9RE

Claire Coles

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Jenny Coker

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Sally Arbuckle

sally.arbuckle@westsussex.gov.uk

Telephone numbers: 0330 2223339

Surrey local Authority: The LADO Service

Fairmount House, Bullhill, Leatherhead, Surrey. KT22 7AH.

Telephone number: 0300 123 1650

Email: LADO@surreycc.gov.uk

East Sussex local Authority: Amanda Glover LADO and Operations Manager

Telephone number: 01323 466620

Email: Amanda.Glover@eastsussex.gov.uk

PROCEDURE**Persons to be Notified**

As soon as possible after an allegation is made, My Choice should inform the parent (s) or carer (s) of the child/ren involved. This is to be achieved in consultation with the Social Worker and LADO. The local authority designated officer should be consulted first to ensure that this does not impede the disciplinary or investigative process.

The parent (s) /carer (s) and the child if sufficiently mature should be helped to understand the processes involved and kept informed about the progress of the case and of the outcome where there is no criminal prosecution. This will include the outcome of any disciplinary process, but not the deliberations of, or the information used in, a hearing.

In principle My Choice will as soon as possible, inform the person who is subject to the allegation or the concern relates to about the nature of the allegation, how enquiries will be conducted and the possible outcome. Advice should first be sought from the local authority designated officer as police and/or social care may want to impose restrictions on the information that can be provided.

The member of staff should:

- Be treated fairly and honestly and helped to understand the concerns expressed and processes involved.
- Be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process; and
- If suspended, be kept up to date about events in the workplace.
- Ofsted (the Office for Standards in Education, Children's Services and Skills) should also be informed of all allegations or concerns made against a member of staff in a residential child care facility

Refraining or suspension should be considered neutral acts and should not be automatic. They should be considered in any case where;

- There is cause to suspect a child is at risk of significant harm;
- The allegation warrants investigation by the Police; or
- The allegation is so serious that it might be grounds for dismissal.

Organised and Historical Abuse

- Investigators should be alert to signs of organised or widespread abuse and/or the involvement of other perpetrators or institutions. They should consider whether the matter should be dealt with in accordance with complex abuse procedures which, if applicable, will take priority.
- Historical allegations should be responded to in the same way as contemporary concerns. It will be important to ascertain if the person is currently working with children and if that is the case, to consider whether the current employer should be informed and a strategy discussion held.

Whistle Blowing

All staff should be made aware of My Choice's whistle-blowing policy and feel confident to voice concerns about the attitude or actions of colleagues

If a member of staff believes that a reported allegation or concern is not being dealt with appropriately by their organisation, s/he should report the matter to the local authority designated officer.

Initial Responses

The person to whom an allegation or concern is first reported should treat the matter seriously and keep an open mind.

He or she should not:

- Investigate or ask leading questions if seeking clarification;
- Make assumptions or offer alternative explanations; or
- Promise confidentiality, but give assurance that the information will only be shared on a 'need **to** know' basis.

The person should;

- Make a written record of the information (where possible in the child/adult's own words.), including the time, date and place of incident(s), persons present and what was said;
- Sign and date the written record; and
- Immediately report the matter to the DSL Jennifer Durlston-Powell, in in her absence the Head of Education, Annie Murphy. In the absence of the Headteacher or Head of Education, or where the Headteacher or Head of Education is the subject of the allegation, report to Dawn Ives, Director / RI or Debbie Woodgate, Practice Manager.

Initial Action by the Designated Senior Manager

When informed of a concern or allegation, the designated senior manager should not investigate the matter or interview the member of staff, child concerned or potential witness. The designated senior manager should;

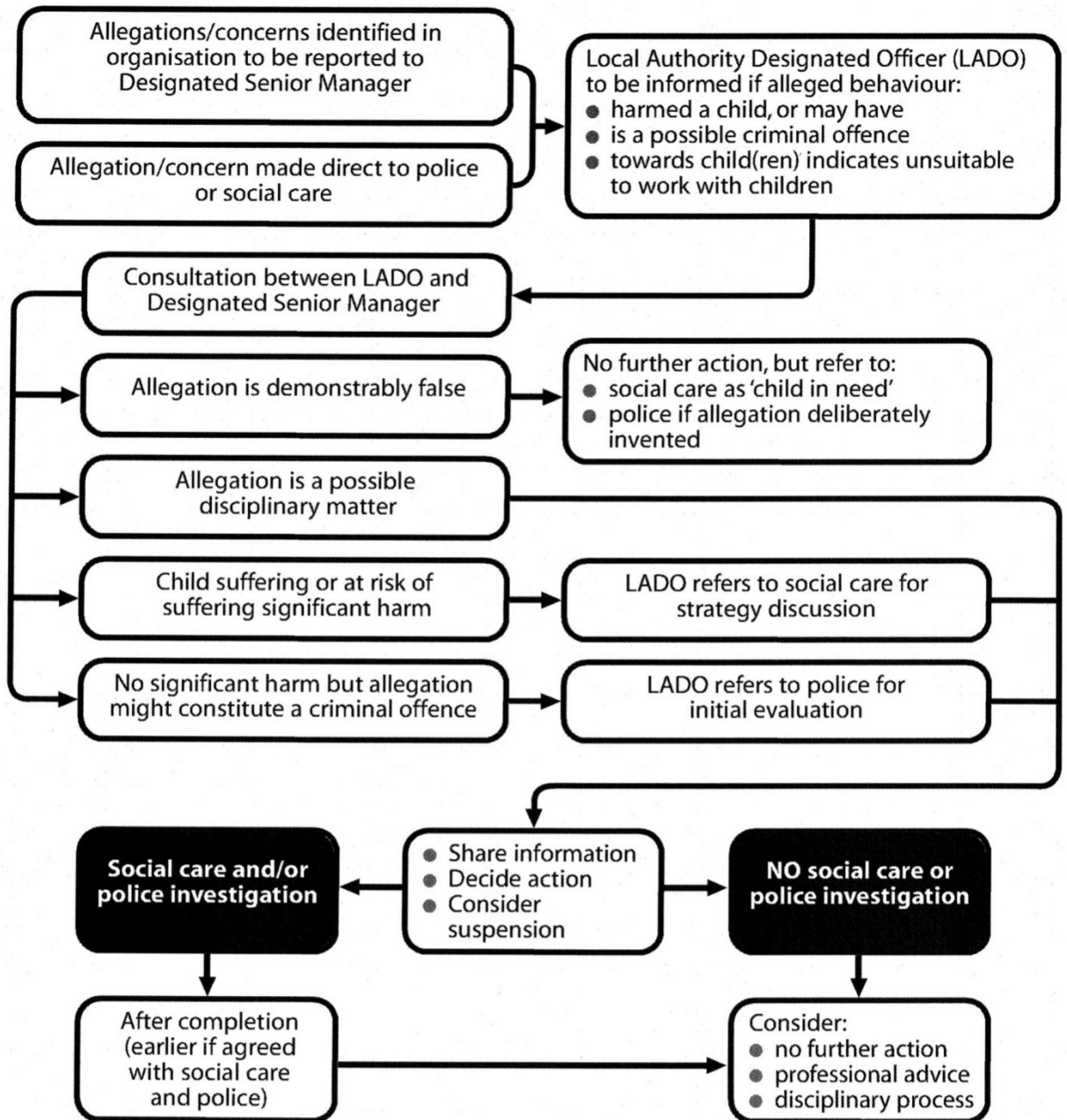
- Obtain written details of the concern/ allegation, signed and dated by the person receiving (not the child/adult making the allegation);
- Countersign and date the written details;
- Record any information about times, dates and location of incident(s) and names of any potential witnesses; and
- Record discussions about the child and/or member of staff, any decisions made, and the reasons for those decisions.

If the allegation meets the criteria set out in the first paragraph the designated senior manager should report it to the local authority designated officer within 1 working day. If an allegation requires immediate attention, but is received outside normal officer hours, the designated senior manager at My Choice should consult with the social care emergency duty team or local police and inform LADO as soon as possible.

If an allegation results in an outcome as identified by LADO determining that disciplinary and dismissal is the course of action then the HR Manager will meet with the Director / RI and they will record that the DBS will be informed. The Director will lead on contacting and informing the DBS.

For further detailed information regarding this policy and Sussex guidelines please see the Sussex Child protection and safeguarding procedures on line.

Allegations or concerns against staff and volunteers CHILD PROTECTION PROCESS



Child Protection Form

Only to be completed upon agreement of DSL, Headteacher, Head of Education and/or Director / RI

Reference	Number	Child Protection	YP	Date
		CP		

Young Person		Date of Birth	
Home		Legal Status	
Date of Admission		Key Worker	

Social Worker		Date of Incident	
Local Authority			

Child Protection Disclosure Form Completed	Yes	<input type="checkbox"/>	No
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Initial Concern – Actual or Suspected: Outline the reason for the child protection concerns, for example through a disclosure, or observation; heard, seen, signs, physical harm, letters. Include the facts, people involved, staff, young people, external parties, locations, time and date.

Chronology of Events

Name of Staff Member Completing Form (i.e. person reporting incident/issue)

	Date	
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Signature of Staff Member Completing Form

	Date	
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DSL or DDSL to discuss with Head of Education or Senior Management to reach decision on whether:

- Child Protection Referral
- Schedule 5
- Any Further Action

Tick if Social Worker Informed	<input type="checkbox"/>	Enquiry Necessary	Yes	No	Date		Time
Name							
Tick if Sussex Child Protection & Safeguarding Team Informed	<input type="checkbox"/>	Enquiry Necessary	<input type="checkbox"/>	<input type="checkbox"/>	Date		Time
Name							
Tick if Child Protection Police Informed	<input type="checkbox"/>	Enquiry Necessary	<input type="checkbox"/>	<input type="checkbox"/>	Date		Time
Name							

Tick if LADO Informed	<input type="checkbox"/>	Enquiry Necessary	<input type="checkbox"/>	<input type="checkbox"/>	Date		Time
Name							

Schedule 5	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If yes, staple copy of Notification of Event to this document.</i>
If yes, enter Notification number	reference		

	Print Name	Sign Name	Date
Care Manager			

If Child Protection Enquiry Commenced:

Chronology of Details: Who is contacted including names of all agencies involved (e.g. Parents, Police, Child Protection Units, Advocacy and Solicitors etc.) Details of any medical examinations or referrals, interviews. Dates and times of any meetings. Attach all documentation such as minutes or reports.

Head Office always to inform Ofsted of outcome or Child Protection enquiry via the Responsible Person.

If enquiry takes place:-

Ofsted informed of enquiry outcome	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Date		Time	
Risk Assessments	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Date		Time	
Any other action								

	Print Name	Sign Name	Date
Staff Member			
DDSL Headteacher			
DSL			

Action Taken by DSL / DDSL

Ensure the following is completed:

- Report to Senior Managers / Social Worker
- Complete Child Protection Form

Name	of		Signature		Date
Manager					

Reviewed April 2020
Due for Review July 2020