

### Statement of Procedures for Dealing with Allegations of Abuse Against Staff

Greenfield & Pulloxhill Academy will follow the Procedures for Managing Concerns and Allegations of Abuse Against Staff in School, Chapter 3 Section 10 in the School Personnel Handbook, with reference to the statutory guidance for schools and colleges, Keeping Children Safe in Education July 2015.

Where an allegation is made against any person working in or on behalf of the school that he or she has:

- a. Behaved in a way that has harmed a child or may have harmed a child
- b. Possibly committed a criminal offence against or related to a child or
- c. Has behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

It is imperative that everyone who deals with allegations of abuse maintains an open and enquiring mind.

Any allegation or concern of abuse must be dealt with fairly, quickly and consistently, in a way that provides effective protection for the child, and supports the person who is subject of the allegation. Bedford Borough Council's Local Safeguarding Children Board safeguarding procedures set out the timescales within which allegations of harm or potential risk of harm should be responded to.

Where an allegation (anonymous or otherwise) is made against a member of staff, there should be urgent consultation by the head teacher with the Local Authority Designated Officer (LADO) as to how to take the matter forward. Where the allegation is against the head teacher, this consultation will be between the nominated safeguarding governor and the LADO. In the event that the LADO is unavailable and there is an identified immediate risk of harm to a child then a referral to Children's Social Care should be made without delay.

Initial action to be taken:

- The person who has received an allegation or witnessed an event will immediately inform the Headteacher and make a record.
- In the event that an allegation is made against the Headteacher the matter will be reported to the Chair of Governors who will proceed as the 'Headteacher'.
- The Headteacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs.
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children.
- The Headteacher may need to clarify any information regarding the allegation, however no person will be interviewed at this stage.
- The Headteacher will consult with the LADO in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a referral to Duty & Assessment and/or the police for investigation.
- Consideration will be given throughout to the support and information needs of pupils, parents and staff.
- The Headteacher will inform the Chair of Governors of any allegation at the earliest opportunity.
- Advice will be sought from Human Resources.

### History of document

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1	Personnel	October 2014	October 2014	
2	Personnel	March 2016	March 2016	3 yearly - review March 2019