



Allegations against Staff Policy

Ratified by Chair of Govs:

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Signed by

Date



Allegations Against Staff Policy

1. Policy Statement:

MIAG (Meeting Individual Aspirations & Goals) is committed to safeguarding and promoting the welfare of all children and young people. It is essential that any allegations of abuse made against a member of staff, volunteer, or contractor are dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child and supports the person subject to the allegation.

This policy applies to all staff, volunteers, contractors, and supply staff engaged at MIAG.

2. Legal Framework:

This policy is based on the following statutory guidance:

- ✚ **Keeping Children Safe in Education (KCSIE) 2024**
 - ✚ **Working Together to Safeguard Children (2018, updated 2023)**
 - ✚ **Children Act 1989 and 2004**
 - ✚ **Education Act 2002**
 - ✚ **The Education (Independent School Standards) Regulations 2014**
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3. Definition of an Allegation:

An allegation may relate to a person who works with children who has:

- ✚ Behaved in a way that has harmed a child, or may have harmed a child or young person;
- ✚ Possibly committed a criminal offence against or related to a child or young person;
- ✚ Behaved towards a child or children in a way that indicates they may pose a risk of harm to children;
- ✚ Behaved or may have behaved in a way that indicates they may not be suitable to work with children.



4. Procedures:

a. Reporting Allegations

- ✚ Any allegation must be reported immediately to the **Designated Safeguarding Lead (DSL)** or, in their absence, the **Deputy DSL**
- ✚ If the allegation is against the DSL, it should be reported directly to the **Chief Operating Officer** or the **Proprietor**
- ✚ If the allegation is against the COO or Proprietor, it should be reported to the **Local Authority Designated Officer (LADO)**

b. Initial Response

The DSL will:

- ✚ Treat the matter with confidentiality and urgency
- ✚ Make an initial assessment of the situation but **not investigate**
- ✚ Refer the allegation to the **LADO** within **1 working day**, even if the allegation appears to be false or unfounded;
- ✚ Follow LADO guidance regarding any immediate action required (e.g., suspension, risk assessment).

5. Local Authority Designated Officer (LADO):

MIAG will always consult the LADO in the local authority where the child or young person resides or where the incident occurred. The LADO will guide the process and determine whether a formal investigation is needed.

Contact details for the local **Gloucestershire LADO**:

- ✚ **Phone:** 01452 426994
- ✚ **Email:** lado@gloucestershire.gov.uk



Contact details for the local **BANES LADO:**

- ✚ **Phone:** 01225 396810
- ✚ **Email:** lado@bathnes.gov.uk

Contact details for the local **Bristol LADO:**

- ✚ **Phone:** 0117 903 7795
- ✚ **Email:** lado@bristol.gov.uk

Contact details for the local **North Somerset LADO:**

- ✚ **Phone:** 07795 092 692
 - ✚ **Email:** lado@n-somerset.gov.uk
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6. Support for Staff and Learners:

- ✚ The staff member will be informed of the allegation and the process, subject to LADO advice
 - ✚ MIAG will appoint a named contact for the staff member for support during the process
 - ✚ Appropriate support will also be offered to any child or young person involved
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7. Suspension:

- ✚ Suspension is not an automatic response
- ✚ It will only be considered if:
 - A child is at risk;
 - The allegation is serious enough to potentially lead to dismissal;
 - It is necessary for the investigation to proceed fairly
- ✚ The decision to suspend will be made by the Chief Operating Officer and the Proprietor in consultation with the LADO



8. Confidentiality:

- ✚ All allegations will be handled with the highest level of confidentiality
- ✚ Information will only be shared with those who need to know to manage the process
- ✚ A breach of confidentiality may result in disciplinary action

9. Outcomes:

At the conclusion of an investigation, the allegation will be classified as one of the following:

- ✚ **Substantiated** – there is sufficient evidence to prove the allegation;
- ✚ **Unsubstantiated** – there is insufficient evidence to prove or disprove the allegation;
- ✚ **Unfounded** – there is no evidence or proper basis to support the allegation;
- ✚ **Malicious** – there is clear evidence the allegation was made up

Appropriate action will be taken depending on the outcome, including possible disciplinary procedures, referral to the DBS, and support for the child/young person and staff involved.

10. Record Keeping:

- ✚ Accurate records of allegations, investigations, and outcomes will be kept securely
- ✚ Records will be retained until the individual reaches normal retirement age or for 10 years, whichever is longer
- ✚ If an allegation is proven to be false, unsubstantiated, unfounded, or malicious, it will not be included in employment references



11. False or Malicious Allegations:

- ✚ Learners found to have made deliberately false or malicious allegations will be subject to appropriate disciplinary procedures
- ✚ Where appropriate, a referral to children's social care or the police may be made

12. Review:

This policy will be reviewed **annually** or in line with changes to legislation or guidance