

Allegations Against Staff Policy

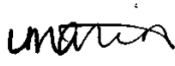


'Let your light shine!'

Reviewed and updated: September 2026

Ratified by Governors: 16.9.26

Next review: September 2027

Signed: 

Name: Laura Martin
(Executive Headteacher)

Date...22.9.26

Signed:



Name: Tom Deignan
(Chair of Governors)

Date...22.9.26

1. Purpose

Aspire Federation Schools are committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and those working on behalf of the school to share this commitment.

This policy sets out the procedures to be followed where there are concerns or allegations regarding the conduct of an adult working in or on behalf of the school.

The policy should be read alongside:

- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Low-Level Concerns Policy
- Whistleblowing Policy
- Staff Disciplinary Policy
- Keeping Children Safe in Education (KCSIE) 2026

2. Scope

This policy applies to all adults working in or on behalf of the school, including:

- Employees
- Supply staff
- Agency staff
- Trainee teachers
- Volunteers
- Governors
- Contractors
- Peripatetic staff
- Anyone engaged to work with children on behalf of the school

The procedures apply regardless of whether concerns arise inside or outside the workplace.

3. Principles

The school will:

- Ensure that allegations are dealt with quickly, fairly and consistently.

- Safeguard and promote the welfare of children.
- Support the child involved.
- Support staff who are subject to allegations.
- Maintain confidentiality wherever possible.
- Work in partnership with the Local Authority Designated Officer (LADO), Children's Services and the Police where appropriate.
- Ensure concerns are managed in accordance with statutory guidance.

4. Harm Threshold

This procedure applies where it is alleged that a person working in or on behalf of the school 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 towards a child or children in a way that indicates they may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The phrase "behaved or may have behaved in a way that indicates they may not be suitable to work with children" may include behaviour occurring both inside and outside of school.

5. Low-Level Concerns

Concerns which do not meet the harm threshold will be managed under the school's Low-Level Concerns Policy.

If there is any uncertainty about whether information meets the harm threshold, advice will be sought from the LADO before any internal investigation takes place.

6. Reporting an Allegation

Any allegation or safeguarding concern regarding an adult working in or on behalf of the school must be reported immediately.

1 Allegation against a member of staff

The concern must be reported immediately to the Executive Headteacher.

2 Allegation against the Executive Headteacher

The concern must be reported immediately to the Chair of Governors.

3 Conflict of Interest

Where there is a conflict of interest in reporting the matter internally, the concern should be reported directly to the Local Authority Designated Officer (LADO).

All staff should understand that safeguarding concerns must never be ignored, investigated independently or discussed widely with others.

7. Immediate Action

Upon receiving an allegation, the Executive Headteacher (or Chair of Governors where appropriate) will:

1. Ensure the child is safe.
2. Consider whether immediate medical attention is required.
3. Preserve any evidence.
4. Make an initial assessment of risk.
5. Contact the LADO where the concern may meet the harm threshold.
6. Consider whether alternative duties, supervision arrangements or suspension need to be explored.

The school will not normally undertake an investigation before consulting the LADO.

8. Role of the Local Authority Designated Officer (LADO)

The LADO provides advice and guidance regarding allegations against adults working with children.

Where a concern appears to meet the harm threshold, the Headteacher or Chair of Governors will consult the LADO as soon as possible and follow the advice provided.

The LADO will advise whether:

- no further action is required;
- the matter should be managed through school procedures;
- Children's Services involvement is required;
- police involvement is required; or
- a multi-agency strategy meeting is necessary.

9. Suspension and Alternative Arrangements

Suspension is not an automatic response to an allegation.

The school will consider whether suitable alternatives can be implemented, including:

- temporary redeployment;
- increased supervision;
- restricted duties;
- altered working arrangements.

Suspension will only be considered where necessary to protect children, preserve evidence or maintain the integrity of the investigation.

10. Confidentiality

The school recognises that allegations can be distressing for all parties.

Information will be shared only with those who have a legitimate professional need to know.

All parties must maintain confidentiality throughout the process.

The school will comply with:

- KCSIE;
- Data Protection legislation;
- Employment legislation; and
- Any directions issued by the Police, LADO or Children's Services.

11. Support for Children and Staff

The school will provide appropriate support to:

- **Children**

This may include:

- pastoral support;
- safeguarding support;
- referral to external agencies where appropriate.

- **Staff**

The school recognises that being subject to an allegation can be stressful.

Support may include:

- welfare meetings;
- access to occupational health;

- employee assistance services;
- trade union or professional association representation.

The welfare of both children and staff will be considered throughout the process.

12. Record Keeping

The school will maintain clear and accurate records of:

- the allegation;
- discussions and decisions;
- consultations with the LADO;
- investigations undertaken;
- outcomes reached;
- actions taken.

Records will be:

- confidential;
- held securely;
- retained in accordance with statutory guidance and data protection requirements.

13. Outcomes

Allegation outcomes will be recorded in accordance with KCSIE as:

- Substantiated
- Unsubstantiated
- Unfounded
- False
- Malicious

Appropriate action will then be determined in line with statutory guidance, safeguarding responsibilities and employment procedures.

14. Referrals to the DBS and Professional Bodies

The school has a legal duty to consider referral to the Disclosure and Barring Service (DBS) where an individual has harmed a child or may pose a risk of harm to children and relevant legal criteria are met.

Where appropriate, referrals may also be made to:

- Teaching Regulation Agency (TRA)
- Disclosure and Barring Service (DBS)
- Relevant professional bodies

as advised by the LADO and statutory guidance.

15. Learning Lessons

Following the conclusion of any allegation, the school will consider whether:

- policies require amendment;
- safeguarding procedures should be strengthened;
- additional staff training is required;
- wider safeguarding lessons can be identified.

The objective is continual improvement in safeguarding practice and culture.

Flowchart Summary

Concern Raised



Report Immediately to Executive Headteacher/Chair of Governors



Risk Assessment and Safeguarding Actions



Consult LADO



Threshold Decision Made



Police/Children's Services/School Procedures



Outcome Recorded



Learning and Review