



# **HAILEY HALL SCHOOL**

**Believe | Strive | Achieve**

## **Statement of Procedure for Dealing with Allegations against Teachers and Other Staff and Volunteers**

**Board of Trustees approved: Autumn Term 2021**

**Review Date: Autumn Term 2022**

**Responsible Committee: Board of Trustees**

**Responsible person: Operations Manager**

## Content

	<b>Page No.</b>
<b>1. Introduction.....</b>	<b>3</b>
<b>2. Communicating the procedures.....</b>	<b>3</b>
<b>3. Immediately reporting an allegation.....</b>	<b>3</b>
<b>4. Duties and responsibilities of the Designated Safeguarding Lead ...</b>	<b>4</b>
<b>5. Procedures followed by the Designated Safeguarding Lead.....</b>	<b>5</b>

## **1. Introduction**

- 1.1 This Statement of Procedures follows the DfE Statutory Guidance Keeping Children Safe in Education Part Four: Allegations of abuse made against teachers and other staff (Appendix 1), which is available on the website and school office.

It is about managing cases of allegation that might indicate that a person is unsuitable to continue to work with children in their present position, or in any capacity. It will be used in respect of all cases where it is alleged that an employee, or volunteer, or a person with permission to be on the premises, or carrying out any activity on behalf of the School 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
- c. behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

This will include allegations involving any type of abuse or neglect, including inappropriate relationships with pupils, grooming behaviour of any kind, possession of indecent photographs or images of children and other offences under the Sexual Offences Act 2003.

- 1.2 Any allegation of abuse will be dealt with as quickly as possible, in a fair, consistent, and thorough way that provides effective protection for the child or children and at the same time deals fairly with the person who is the subject of the allegation. This includes any behaviour from a member of staff, supply staff, or visitors, that in the judgement of the Designated Safeguarding Lead, or Headteacher, are not meeting the high standards expected at Hailey Hall School.

## **2. Communicating the procedures**

- 2.1 All members of the SLT, the Designated Safeguarding Lead (DSL) and the Deputy Designated Safeguarding Lead (DDSL), have a responsibility to ensure that they know about and understand paragraph 4 of KCSIE.
- 2.2 In accordance with the DfE Statutory Guidance, all staff should also read at least part one of Keeping Children Safe in Education, which contains Safeguarding information for all staff.
- 2.3 All members of the SLT, the Designated Safeguarding Lead (DSL), and the Designated Safeguarding Officers (DDSL), have a responsibility to be familiar with the Statutory Guidance in its entirety.

## **3. Immediately reporting an allegation**

- 3.1. Everyone who comes into contact with children and their families has a role to play in safeguarding children. If you have a concern that a person (as described in paragraph 1.1 above) may have behaved inappropriately, or you have received information that may constitute an allegation you must:
- a) Report the facts to the Designated Safeguarding Lead (DSL) as soon as possible. All concerns will be listened to and managed appropriately; do not withhold information however trivial it may seem
  - b) In the absence of the Designated Safeguarding Lead (DSL) you must report the matter to the

Headteacher who will carry out the Case Manager's duties in his / her absence. If the allegation concerns the DSL, then the matter must be reported to the Headteacher. If the concern is about the Headteacher then it must be reported to the Chair of Trustees, Mr Richard Parperis. If at any time you feel this may involve the Chair of trustees, you **must** make a referral to LADO. **LADO Customer Service contact 0300 123 4043 for advice on how to make a referral**

- c) LADO Referral forms can be downloaded and instructions as to where to send this will be at the bottom of the form [http://hertsscb.proceduresonline.com/client\\_supplied/lado\\_referral\\_form.doc](http://hertsscb.proceduresonline.com/client_supplied/lado_referral_form.doc)
- d) If at any time a child or children are at immediate risk of harm you must also notify the police
- e) A written record of your concerns must be immediately emailed to [safe@haileyhall.herts.sch.uk](mailto:safe@haileyhall.herts.sch.uk) and include your observations, or the information you have received; this will go to the Designated Safeguarding Lead
- f) Maintain strict confidentiality.

**You must not:**

- a) Attempt to deal with the situation yourself
- b) Make assumptions, offer alternative explanations, or diminish or embellish the seriousness of the behaviour or alleged incidents
- c) Keep the information to yourself or promise confidentiality
- d) Take any action that might undermine any investigation or disciplinary procedure, such as disclosing confidential information, interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or parents / carers.

#### **4. Duties and Responsibilities of the Designated Safeguarding Lead**

4.1 The duties and responsibilities of the Designated Safeguarding Lead are as described in Keeping Children Safe in Education Part Four: Allegations of abuse against teacher and other staff.

4.2 Designated Officers for Safeguarding are as follows:

Stevie Sharp - Designated Safeguarding Lead  
Paul Delamaine – Deputy Designated Safeguarding  
Barnaby Aldiss - Deputy Designated Safeguarding ESafety  
Shelley Long - Deputy Designated Safeguarding  
Stuart Newton - Deputy Designated Safeguarding  
Sarah Hill - Deputy Designated Safeguarding

They can be contacted via [dsl@haileyhall.herts.sch.uk](mailto:dsl@haileyhall.herts.sch.uk).

## **5. Procedures followed by the Designated Safeguarding Lead**

5.1 The Designated Safeguarding Lead and the Headteacher will assess the level of concern and take the appropriate action. This must include a referral to LADO if a child has been:

- Harmed
- Is at risk of harm
- If the staff has committed a criminal offence that relates to a child
- They have behaved in a way that indicates they may pose a risk of harm to a child
- A person may be unsuitable to work with children.

5.2 If a child is at immediate risk, they will also notify police.