



Allegations of abuse against staff policy

ODBST Level 1 Statutory Policy:	ALL Schools require this policy with no changes allowed to core text. No changes are necessary to personalise this with school name and branding, as this is a Trust level policy for use, without change, by all schools, except where a school contact is required as identified in the content of the policy. LGBs will note adoption in LGB meetings. Review will take place at Trust level, and schools will be notified of updates and review dates as necessary.
Other related ODBST policies and procedures:	ODBST Whistleblowing Policy ODBST Equality and Diversity Policy ODBST Safer Recruitment Policy
Committee responsible:	FRAPP
Approved by:	FRAPP and Trust Board
Date Approved:	November 2025
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1. Background

- 1.1. Safeguarding allegations against members of staff are obviously a serious matter. The ODBST are committed to dealing with any allegations of abuse against a teacher, any other member of staff or volunteer in a thorough and efficient manner. The Department of Education issues statutory guidance on the subject in its publication Keeping Children Safe in Education and schools are obliged to have regard to it. Part IV, entitled *Allegations of abuse made against teachers and other staff*, is particularly relevant.
- 1.2. This policy is in line with that guidance and is designed to ensure that all staff are aware of the correct approach to be taken in such cases. It is not simply a disciplinary matter; other agencies have to become involved, and the primary concern is over the safety and welfare of the child.
- 1.3. There is a good deal of guidance in *Keeping Children Safe in Education* about safeguarding generally, and this is reflected in the ODBST's Child Protection and Safeguarding Policy, which covers such matters as the role of the Designated Safeguarding Lead (DSL), signs of abuse, how to respond if a child reveals that they have suffered abuse, at home or elsewhere, and particular risks. This policy only concerns cases where the allegation is against a member of staff (including governors or other volunteers) whenever, in the words of the statutory guidance, they have:
 - 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; or
 - behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

2. Procedure

Reporting an allegation

- 2.1. All concerns of this nature **should be reported immediately to the Headteacher.** Complaints about the Headteacher should be reported to the Chair of Governors who will then contact the Local Authority Designated Officer (LADO).
- 2.2. The term "case manager" is used in the statutory guidance to cover both individuals, but in this policy the word Headteacher is used throughout for convenience.
- 2.3. Staff who are concerned about the behaviour of a colleague towards a pupil are undoubtedly in a difficult situation. They may worry that they have misunderstood the situation or that a report could jeopardise their colleague's career. It is important to remember that the welfare of the child is paramount. The only proper course is to report their concerns immediately.
- 2.4. If in doubt, the matter could be reported to or raised with the DSL, but he or she will not be able to give any undertaking to treat the matter in confidence and, providing that the

allegation is covered by this policy, they will also be under an obligation to report the matter to the Headteacher.

- 2.5. Acting quickly is also important. It is in everyone's interest to resolve cases as quickly as possible consistent with a fair and thorough investigation.
- 2.6. The Headteacher will then contact the LADO, and a discussion may then take place to decide whether an immediate intervention by the police or social care services is required. If such a strategy discussion is needed, representatives from other agencies, such as health, social care and the police, may be invited. It may also be that no further action is required.
- 2.7. Following consultation with the LADO and these other agencies, and having agreed what information can be disclosed, the Headteacher will make this known to the member of staff. He or she may at that stage decide to suspend them. (See section x below)
- 2.8. The LADO and the Headteacher will discuss the nature, content and context of the allegation and agree a course of action to decide whether:
 - No further actions are needed;
 - A strategy discussion should take place; or
 - There should be immediate involvement of the police or social care.

Investigation

- 2.9. The initial strategy discussion will also consider who is best placed to carry out an investigation. It may be the ODBST children's social services, or in more serious cases the police. Internal investigations may need to be delayed until an external investigation is complete.

Supporting those involved

- 2.10. We will do our best to support the staff member through the process. Once the LADO has been consulted, the staff member will be informed of the allegation as fully as possible, including the next steps. A named representative will be appointed, which may be the DSL, to keep the staff member informed of the process. Individuals should also contact their trade union representative for help.
- 2.11. Parents and carers should also be told about the allegation as soon as possible if they do not already know of it. Again, this has to follow consultation with the LADO. After that, the Headteacher should keep them informed of the progress of the case as far as possible without breach of confidentiality or compromising any investigation. This may be a police or social services investigation, or an internal disciplinary process.

- 2.12. This task of keeping parents or carers informed may be delegated to a senior member of staff, and may be the DSL, but the same person will not also act as support to the staff member concerned.
- 2.13. Parents and carers shall also be made aware that there is a statutory obligation under the Education Act 2002 (section 141F) to maintain confidentiality about any allegations made against teachers whilst investigations are ongoing.
- 2.14. The ODBST has a duty of care to its employees and will do everything to minimise the stress of any allegations and the disciplinary process. We will provide the member of staff with a named contact if they are suspended. It is essential that any allegation of abuse made against a teacher or other member of staff or volunteer is dealt with promptly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation. The individual should be advised to contact their trade union representative, if they have one, or a colleague for support. They should also be given access to welfare counselling or medical advice.

3. Confidentiality

- 3.1. We will make every effort to maintain the confidentiality of all parties at every stage, and to avoid publicity. A breach of confidentiality will be taken seriously and may warrant its own investigation.
- 3.2. The Education Act 2002 prohibits the publication of any material which may identify a teacher accused of harming a pupil, which includes any speech and social media.
- 3.3. The Headteacher will therefore liaise with the LADO and other agencies as to the information that can be released as appropriate.

4. Suspensions

- 4.1. Suspension is a serious step, especially in such circumstances, and will not be done automatically. All options to avoid suspension will be considered and it is only appropriate where there is cause to suspect that a child is at risk of harm. Further guidance is provided in *Keeping Children Safe in Education*.
- 4.2. If suspension cannot be avoided the employee will receive written confirmation within one working day and will be informed of the reason for the suspension.

5. Resignations and Settlement Agreements

- 5.1. If an employee resigns or offers to resign during an investigation, the investigation will continue until an outcome has been reached, with or without the employee's cooperation. They will still be given a full opportunity to respond to the allegation. Settlement agreements, by which a person agrees to resign if the employer agrees not to pursue disciplinary action, should not be used in such circumstances.

- 5.2. Schools have a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in a regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals should be made as soon as possible after the resignation or removal of the individual.

6. Outcomes

- 6.1. The following definitions are used for the outcome of safeguarding investigations:
- Substantiated: there is sufficient evidence to prove the allegation;
 - Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
 - False: there is sufficient evidence to disprove the allegation;
 - Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.
- 6.2. The ODBST is not bound by the conclusions of other agencies but in practice is likely to form the same view on the evidence available. If there is a prior investigation by the police or another agency, which concludes that an allegation is substantiated, this is a strong indication that an offence of gross misconduct has been committed, and hence that a disciplinary hearing is required. In the case of an unsubstantiated allegation, the ODBST will have to consider carefully whether disciplinary proceedings are appropriate on the evidence available. Volunteers and self-employed staff are not however covered by the school's disciplinary policy.
- 6.3. If the allegation is upheld and the member of staff is dismissed or leaves for whatever reason, the ODBST will consider with the LADO whether to make a DBS referral. There is a legal obligation to make a DBS referral when satisfied that an individual has engaged in conduct which has harmed or was likely to harm a child, or if they otherwise pose a risk of harm to a child.
- 6.4. If it is decided that the employee may return to the ODBST after a suspension, then we will take steps to make the transition as smooth as possible. This may involve a phased return, a trial period or the use of another member of staff as support. If the child who made the allegation is still at the ODBST, we will consider what needs to be done to manage the contact between the employee and the child.
- 6.5. Where an allegation is proved to be false, the Headteacher and Chair of Governors may refer to social services to determine whether the child is in need of support or has been abused by someone else.

- 6.6. Our **behaviour policy** sets out the disciplinary action that may be taken against pupils who are found to have made malicious accusations against our staff.

7. Record Keeping

- 7.1. In each case, the employee will be notified of the outcome in writing. Where an allegation is found to be false or malicious, it will be removed from their personnel record. Otherwise, a copy will be kept (even after they leave the ODBST) until they reach normal retirement age or for 10 years from the date of the allegation, whichever is longer.
- 7.2. Details of any allegation made by a pupil will be kept in the confidential section of their record.
- 7.3. In responding to any request for a reference, only substantiated allegations will be mentioned.

8. After the case

- 8.1. Regardless of the outcome, we will review the case to see if what improvements can be made to our practice or policy for the future.