

# Ashleworth C of E Primary School



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

Approved by:	Full Governing Body
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## **Statement of Procedures for Dealing with Allegations of Abuse Against Staff at Ashleworth CE Primary School**

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

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

We will always follow the Gloucestershire Safeguarding Children Procedures. Detailed records will be made to include; discussions, actions taken, and reasons for these. All records will be retained securely at the school. Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore essential that all allegations are investigated properly and in line with agreed procedure.

Initial action to be taken:

- The person who has received the allegation or witnessed an event will immediately inform the Headteacher and a record will be made
- In an 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 the 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 Local Authority Designated Officer (LADO) in order to determine if it is appropriate for the allegation to be dealt with by the school or if there needs to be a referral to another agency including 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
- If consideration needs to be given to the individuals performance, advice will be sought from HR
- Social media is now commonly used to make allegations against school staff. Advice can be obtained nationally via the helpline <http://www.saferinternet.org.uk/helpline> on how to deal with these