



Managing allegations made against a staff member/volunteer

If an allegation is made that a staff member or volunteer has:

- behaved in a way that has harmed, or may have harmed a child
- committed a criminal offence against, or related to, a child
- behaved towards a child or children in a way that indicates they are unsuitable to work with children.

You must report this **immediately** to the relevant agencies (for example the NSPCC helpline on **0808 800 5000**, your local child protection services or the police).

Conducting an investigation

Your organisation must investigate any concerns raised against staff or volunteers, regardless of who the person is or how long they've been involved with the organisation.

If someone resigns from their post or refuses to cooperate with the investigation process, this must not prevent an allegation being followed up.

“Compromise agreements” (where a person agrees to resign and the employer agrees not to pursue disciplinary action) **must not be used** in cases of alleged abuse.

We will liaise with our local child protection services and the police to ensure that the investigation is conducted in the right way.

In **England**, each local authority must have one or more designated officers whose role is to manage and oversee investigations of allegations against people who work with children (Department for Education, 2018c).

Confidentiality

You should make every effort to maintain the confidentiality of all parties while an allegation is being investigated.

Consider how best to support the children involved, their parents or carers, and individuals who have had an allegation made against them. This includes:

- telling parents or carers and the employee or volunteer concerned about the allegation as soon as possible

- telling them how you are going to manage the allegation
- keeping everyone informed about the progress and outcomes of the case.

Record keeping

It's important to keep a clear and comprehensive summary of:

- all allegations that have been made
- details of how allegations have been followed up and investigated
- decisions made about the allegation and actions taken.

Reporting

If your organisation removes a member of staff or volunteer from working with children because they pose a risk of harm (or if you would have but the person has resigned or left), you have a **legal duty** to inform the relevant disclosure and barring agency.

Failure to do this is a criminal offence.

- In **England** refer to the DBS.

We are committed to reviewing our policy and good practice annually.

This policy was created on:(date)

This policy review date is:(date)

Print name:

Signed: Date:

[this should be signed by the most senior person with responsibility for safeguarding in your organisation, for example the safeguarding lead on your board of trustees].