

064 Procedures for dealing with Allegations of Abuse made against Staff (including Volunteers)

Responsibility: BS
Date: September 2025
Next Review: September 2026

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 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 (as outlined in the DfE statutory guidance '**Keeping Children Safe in Education**', the most recent version of which was published in September 2025).

We will apply the same principles as in the rest of this document and we will always follow the West Yorkshire Consortium Safeguarding Children Procedures that can be accessed at <http://westyorkscb.proceduresonline.com> at section 2.6.

Detailed records will be made to include decisions, actions taken, and reasons for these. All records will be retained securely in the safe room in 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 procedures.

Initial action to be taken:

- The person who has received an allegation or witnessed an event will immediately inform the Headteacher and make a record
- In the 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 children
- The Headteacher may need to clarify any information regarding the allegation; however no person will be interviewed at this stage.
- The Headteacher (or Chair of Governors if the allegation is about the Headteacher) will consult with the Local Authority Designated Office for Child Protection immediately, in order to determine if it is appropriate for the allegation to be dealt with by school or whether there needs to be a multi-agency response to the matter.
- The needs of the child or children will remain at the centre of all action taken. With this in mind, any referral to the Local Authority Designated Officer should also be accompanied by consultation with Kirklees Multi-Agency Safeguarding Hub (MASH). This is to establish from the outset whether the concerns identified meet the threshold for a Section 47 child protection investigation and/or the police in respect of any criminal investigation.

- Consideration will be given throughout to the support and information needs of pupils, parents, staff and the employee the subject of the allegation.
- The Headteacher will inform the Chair of Governors of any allegation against a member of school/college staff.
- If consideration needs to be given to the individuals employment and immediate management of risk, advice will be sought from either Kirklees Council HR (see contact sheet) or the HR advisor employed by the school/college.
- Advice can be obtained from Kirklees, Unions or nationally via the helpline <http://www.saferinternet.org.uk/helpline> on how to deal with allegations on social media if required.

The following definitions should be used when determining the outcome of allegation 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*

Further information:

The West Yorkshire Consortium Safeguarding Children Procedures (section 2.6) can be accessed at <http://westyorkscb.proceduresonline.com>

DfE's 'Keeping Children Safe in Education' give specific guidance

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

There is guidance about the role of the LADO on the Kirklees Safeguarding Children Board website

<http://www.kirkleessafeguardingchildren.co.uk/allegations.html>