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Allegations Against an Adult Procedure

St Chad's C of E Primary School Policy	
Title of Policy:	Allegations Against An Adult Procedure
Date Policy adopted:	Summer 2019, reviewed Autumn 2021, Autumn 2022, Summer 2024, Summer 2026
Written by/Author: (Job Title and name)	Senior Leadership Team
Review Cycle:	Every 2 Years
Review Date:	Summer 2028

INTRODUCTION

The new procedures in Cheshire West and Chester for managing allegations or concerns about adults working with children are designed to provide an independent service which will ensure that all referrals are appropriately investigated or monitored by the Allegations Officers. This service will cater for concerns/allegations of "significant harm" and other concerns which would render an adult unsuitable to work with children. The key principles of this service are that children are appropriately safeguarded, and that the process is proportionate, consistent, transparent and timely. The process of any investigation can be very difficult and stressful for those involved, and it is therefore crucial that support for both the child/ren and adult/s involved is provided.

REFERRAL PROCESS (please also refer to Flow Chart)

If you have a concern or an allegation is made about a person who works with children, whether a professional, staff member, foster carer or volunteer and they may 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 indicated s/he is unsuitable to work with children, should then follow the process outlined below:-

STEPS TO FOLLOW

All allegations should be reported straight away. Every effort will also be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

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1. You should first discuss this matter with the Headteacher, Fiona Davis. **If this allegation is against the Headteacher you must make referral to the chair of governors, Jill Marriott, to discuss with them. The Chair of Governors will then follow the steps below.**

2. If the concern/allegation meets the criteria set out in Cheshire West and Chester's Local Safeguarding Board Procedures, then the Headteacher must make contact within one working day with one of the two Allegations Officers, based within the Children's Safeguarding Unit. An initial discussion will take place as to how the matter will be progressed.

3. If it is agreed that it is an appropriate referral to the Allegations Officers, then a referral form, (available on the LSCB website) should be completed by the referrer and sent within three working days to the Allegations Officers.

4. If a strategy meeting or discussion is required, it will normally be chaired by the Safeguarding and Child Protection Manager, or a Child Protection Coordinator from the Children's Safeguarding Unit.

5. There are four possible outcomes to a referral being made:

- The referral does not meet the threshold for investigation
- Referring agency undertakes their own investigation within agreed timescales and advises Allegations Officers of the outcome
- Allegations officer assists the referring agency with investigation (i.e. in the voluntary sector or for the purpose of independence) within agreed timescales.
- Allegations Officer or Social Worker from Assessment and Care Management Team undertakes investigation regarding "significant harm" as defined in Section 47 of the Children Act (1989) within agreed timescales.

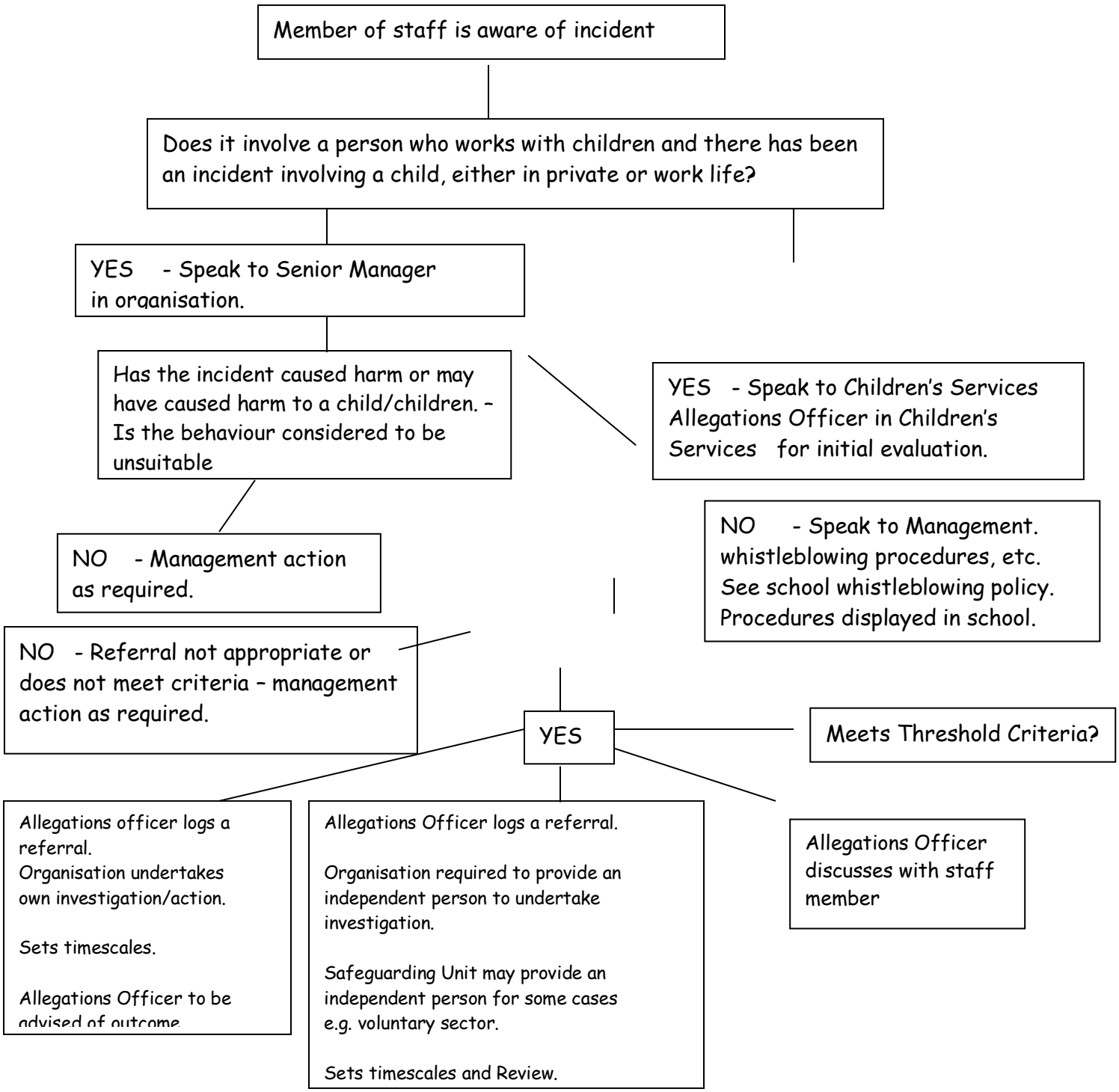
6. Each case will be reviewed in accordance with the procedures at least monthly by either the Senior Allegations Officer or the Safeguarding and Child Protection Manager.

7. As the Senior Manager in your organisation, you can expect to be clear whether a referral has been accepted, if so, be kept informed of the progress of the investigation and a representative of your organisation would be invited to participate in the Strategy Meeting/Discussion. On completion of the investigation, you can expect to know the outcome of the investigation.

8. Parents or carers of a child or children involved will be told about the investigation as soon as possible. They will also be kept informed about the progress of the case and told the outcome where there is not a criminal investigation, including the outcome of any disciplinary process.

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FLOW CHART FOR REPORTING ALLEGATIONS AGAINST ADULTS WORKING WITH CHILDREN



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Allegations Officer logs a referral, and a strategy discussion/meeting is held where it appears a child/children may be at risk of significant harm (Section 47 Children Act, 1989) Safeguarding Unit or Assessment and Care Management Service will provide investigative social worker.

Senior Allegations officer monitors progress and reviews cases in line with agreed timescales.

Senior Allegations Officer is informed of all outcomes and logs on database for reporting to DCSF and LSCB.

Senior Allegations Officer advises on any further actions to be taken regarding referral to POCA, List 99, regulatory bodies, etc.