

## The Swan School Policy – Allegations against staff

Aims:	<ul style="list-style-type: none"> <li>● To ensure the effective safeguarding of all students by developing a clear and transparent process for dealing with allegations against staff</li> <li>● To develop a culture of trust that all concerns raised will be followed up quickly and thoroughly</li> <li>● To support the right of the school and its staff to protect themselves against inappropriate allegations</li> <li>● To create an honest and open culture whereby staff and students feel able to talk freely on a range of matters</li> </ul> <p><i>This will be achieved by:</i></p> <ul style="list-style-type: none"> <li>● Building a culture of trust and openness where staff and students alike feel able to raise concerns freely</li> <li>● Ensuring students are listened to and feel able to voice their concerns with an appropriate adult</li> <li>● Ensuring staff and students are aware of the procedure for making or responding to an allegation</li> <li>● Ensuring students understand the repercussions and consequences of making false allegations</li> </ul>
Targets/ Outcomes	<ul style="list-style-type: none"> <li>● Students and staff feel able to raise concerns with an appropriate adult</li> <li>● False allegations against staff are not be made</li> <li>● Any and every concern raised in respect of the safeguarding of students are dealt with in a fair, consistent and thorough way</li> </ul>
Definition:	<ul style="list-style-type: none"> <li>● This policy will be used in respect of all cases where it is alleged that an employee or volunteer, or a person with permission to be on the premises or carrying out any activity on behalf of the school has behaved in a way that has harmed a child, or may have harmed a child; committed a criminal offence towards a child or behaved in a way that might indicate he/she is unsafe to work with children</li> </ul>
<b>Roles and Responsibilities:</b>	
Students will:	<ul style="list-style-type: none"> <li>● Know that they can tell any responsible adult if they have any concerns about a member of staff</li> <li>● Feel that their safety, welfare and opinions are valued and respected as members of the academy community</li> <li>● Be aware of the serious implications that any false allegation about a member of staff may have</li> </ul>
All staff will:	<ul style="list-style-type: none"> <li>● Be familiar with and act in accordance with the DfE statutory guidance, part 1 of Keeping Children Safe in Education</li> <li>● Be alert to any inappropriate behaviour by any adult in the school</li> <li>● Report concerns about a member of staff to their immediate line manager and/or a member of the Senior Leadership Team (SLT)</li> </ul>
In addition teaching staff will:	<ul style="list-style-type: none"> <li>● Alongside the consistent application of the school's behaviour policy, cultivate an environment where students feel listened to and respected</li> <li>● Contribute to the delivery of a pastoral curriculum where students develop an understanding of their rights and risks they may face.</li> </ul>
Parents and carers will:	<ul style="list-style-type: none"> <li>● Support the school's policies on the recruitment of staff and the effective safeguarding of students</li> <li>● Create a supportive environment at home where their child's views and concerns are listened to</li> <li>● Report any concerns regarding the safeguarding of students to a member of the SLT.</li> <li>● Be aware that students' views and concerns will be listened to and that the school will not automatically take the word of a staff member over that of a student</li> </ul>
SLT will:	<ul style="list-style-type: none"> <li>● Create a safeguarding culture within the school where safeguarding issues are regularly discussed and staff are aware of their responsibilities.</li> <li>● Ensure that all staff are familiar with and act in accordance with Keeping Children Safe in Education, and ensure staff are aware of any updates.</li> <li>● Designate a member of the SLT to lead on the investigation of any allegations against staff.</li> <li>● Inform the LADO of any allegations and liaise with the Oxford Locality and Community Support Service (LCSS) and Oxford Safeguarding Children Board (OCSB) as appropriate.</li> <li>● Ensure that the police are notified if there is a safeguarding concern about an existing member of staff or a member of staff no longer at the academy</li> <li>● Inform parents immediately if an allegation has been made by or involves their child</li> <li>● Not automatically take the word of a staff member over that of a student</li> <li>● Ensure that there is adequate support in place for the person making the allegation as well as the subject of the allegation</li> <li>● Advise the subject of the allegation to seek support from a union representative or colleague</li> <li>● Take appropriate action once an allegation is found to be substantiated, unsubstantiated, false or malicious</li> <li>● Fulfill the legal obligation of the school to make an immediate referral to the DBS where a member of staff is found to have engaged in conduct that harmed or could have harmed a child</li> <li>● Suspend staff only where there is no reasonable alternative</li> <li>● Ensure cases are resolved within one month where possible</li> </ul>
Related docs:	Equal Opportunities, Whistle-blowing, <a href="#">Keeping Children Safe in Education</a>

<b>Monitoring Date:</b>	<b>Monitored By:</b>	<b>Full Review Due:</b>	<b>Review By:</b>