

PROCEDURE FOR DEALING WITH SAFEGUARDING ALLEGATIONS AGAINST ADULTS IN COLLEGE

1. Introduction

- 1.1 This Procedure details how concerns and allegations in respect of any adults engaged to work in the college will be dealt with. This includes circumstances where the allegation did not take place at the college or on college premises. "Work" includes on a voluntary basis, including as a governor.
- 1.2 These procedures are in accordance with the Department for Education statutory guidance document 'Keeping Children Safe in Education'.
- 1.3 The following principles apply:
 - all concerns and allegations against adults will be taken seriously;
 - all concerns and allegations against adults will be dealt with appropriately and in liaison with relevant parties, even where they relate to a person who is not an employee;
 - all concerns and allegations against adults will be dealt with quickly, and in a fair and consistent manner that provides effective protection for the child, and at the same time, supports the person who is the subject of the allegation.

2. Scope

- 2.1 This Procedure applies when there is a concern or allegation in relation to employees (including the Principal), supply and agency staff, volunteers, contractors and governors.
- 2.2 The college expects full co-operation and participation by third-party employers/agencies in the operation of this Procedure. The college will ensure that all third-party employers/agencies are notified of this procedure before allowing any individuals employed by them to start work at the college.
- 2.3 The procedures do not apply where they relate to any such person who is no longer working at the college. Allegations against such persons, and historical allegations will be referred to the Police and Local Authority Designated Officer (LADO). The college will co-operate fully with relevant agencies in any investigations into these matters.

3. Roles and Responsibilities

- 3.1 It is everyone's responsibility to safeguard children and everyone has a role to play in identifying concerns, sharing information, taking prompt action and fully co-operating with this Procedure.

If anyone has any concerns about the conduct of an adult working at the college, they must report these immediately, to the headteacher, or other senior leader or the Designated Safeguarding Lead (DSL) or Deputy DSL if the principal is unavailable, or where concerns relate to the principal or a governor, to the Chair of Governors, or where concerns relate to the chair of governor, to the Vice Chair or where unavailable the safeguarding governor.

3.2 Whistleblowing

Where at any point an individual feels unable to raise an issue with the appropriate person set out above, for example due to the sensitivity of the issue, or feels that their genuine concerns are not being addressed, they may refer to the Whistleblowing Policy. This policy sets out the framework for how issues can be raised confidentially internally, and/or if necessary, outside the management structure of the college to a prescribed body. For safeguarding and child protection allegations, individuals can refer to the Local

Authority Designated Officer for child protection (LADO 0330 139797 or online [here](#)) or the NSPCC who have a dedicated helpline 0800 028 0285. The line is available from 8:00 AM to 8:00 PM, Monday to Friday and email: [Contact us | NSPCC](#)

4. Procedures

- 4.1 In some cases, an allegation will have been reported to, or discovered by, Social Care, the Police or the Local Authority Designated Officer (“LADO”), who will in turn inform the college (and where appropriate the third-party employer) and will initially lead and direct the investigation. In such cases the college, and where appropriate the third-party employer, will follow the advice and directions of these agencies as set out in Section 6.

Where a concern or allegation is initially reported to the college, the matter will be taken seriously and considered with an open mind. In rare cases, where it appears a person may be an immediate risk to children, or there is suggestion of a possible criminal offence, the matter must be reported to the Police by the college. This should usually be done via the Principal or where unavailable another senior leader or the Designated Safeguarding Lead (“DSL”) or Deputy DSL and advice should also be taken from the LADO. In such cases the college will wait for advice from the Police/LADO before taking any further action (see Section 6.).

4.2 Investigation

- 4.2.1 The Principal or Chair of Trust/Local Governing Board where the allegation relates to the Principal, will themselves, or arrange for an appropriate person to, be the case manager. The case manager will obtain advice and support as necessary; for example, from their human resources manager, the trusts Director of Human Resources and/ or external HR advisors.
- 4.2.2 In certain circumstances, such as the lack of appropriate resources within the college or, given the nature or complexity of the allegation, the college may engage an independent investigator to be the case manager.

4.3 Initial investigation

- 4.3.1 The case manager will carry out a brief initial investigation to gather enough information to establish whether the allegation has foundation and whether the information indicates that a person has met the “harm test”, which is that they 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;
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

This “harm test” is explained on the Disclosure and Barring service website [GOV.UK](#)

- 4.3.2 The initial investigation will be carried out immediately and will entail:

- making a detailed written, signed and dated record of the information reported;
- asking the person reporting the concern to immediately provide a written statement which should be signed and dated;
- fact checking to establish that the incident could have happened e.g. was the accused person and child in the place mentioned and making a written and dated record.

Parents will be informed immediately if the child is injured or needs medical treatment.

- 4.3.3 The case manager will not:

- investigate in great depth or ask leading questions;

- interview the accused, children or any witnesses;
- make assumptions or offer alternative explanations;
- promise confidentiality, although may give assurance that the information will only be shared on a 'need to know' basis.

4.3.4 If the case manager considers the harm test to have been met, Section 6. of these procedures will then apply.

In many cases, the harm test will not be met, and internal procedures will be followed as set out in Section 7. of these procedures.

4.4 Third-party/Agency workers

Where a concern or allegation relates to a person employed by a third party/agency, the case manager will inform, and liaise with the employer/agency. The college will usually take the lead on the investigation but will invite the employer/agency's human resource representative or equivalent person to relevant meetings and keep them informed.

5. Suspension and alternatives

5.1 On the basis of the facts available at each stage of these procedures, it may be considered appropriate to remove the accused person from certain roles or contexts or from the college entirely where:

- there is cause to suspect a child or other children at the college are at risk of harm;
- the case is so serious that it might be grounds for dismissal;
- allowing the employee to remain at work could hinder the investigatory process; or
- there is a restriction in place such as bail conditions or an interim prohibition order.

The LADO may advise on this matter, but the decision will be made by the College (or the Corporation in the event that the allegation relates to the Principal).

5.2. Employees

The case manager will undertake a detailed risk assessment and explore all options to avoid suspension such as redeployment or reallocation of duties will be considered. If suspension is considered necessary, the rationale and justification will be recorded in the risk assessment in addition to the alternatives to suspension that were considered and why they were considered not to be appropriate in the circumstances.

The employee will receive written confirmation of their suspension, including written reasons for the suspension, within one working day. They will also be notified of the support available (see section 9. below).

5.3 Volunteers (excluding Governors)

The case manager will make a judgement, based on the nature of the concern or allegation and the evidence available, about whether it is appropriate to stop the volunteer attending college while the investigation is carried out.

5.4 Third Party/Agency Workers

The case manager will liaise with the third-party employer/agency to determine whether it is appropriate to redeploy or suspend the supply teacher/contractor, during the investigation. The college will not decide to cease to use the worker entirely until the investigation is complete and an outcome reached.

5.5 Governors and Co-opted Members

Where appropriate, and in consultation with the DSL the Trust may take action to suspend a Trustee/governor or co-opted member from their duties for a prescribed period

in accordance with paras 11.1 and 11.2 of the Corporation Standing Orders. In the most serious of cases, the chair (or Vice Chair where an allegation is made against the Chair) may take Chair's action to suspend a governor with immediate effect.

All arrangements will be discussed with the person concerned, confirmed in writing and kept under regular review.

5.6 Referrals

A referral will be made the DBS, when an individual is removed from work that is regulated activity where the harm test is satisfied in respect of an individual and there is sufficient evidence to meet the referral criteria: [gov.uk - dbs referrals guidance](https://www.gov.uk/guidance/db-referrals-guidance).

6. Procedures where the harm test is met

6.1 The case manager will report the allegation to the LADO within one working day. Failure to report an allegation or concern in accordance with procedures is a potential disciplinary matter.

The LADO will liaise with other agencies such as the Police or Children's Social Care as appropriate, to determine next steps and the college will follow the directions of these agencies.

This may include:

- what, if any, information can be shared with parents and the accused person and at what point;
- provision of further information about child/ren or adults; and
- attendance at a strategy or management planning meeting to share relevant information and plan next steps.

The LADO will advise the college when the agencies involvement is concluded and the matter is handed back to be dealt with through internal procedures, as set out in Section 6.

6.2 Criminal cases

In most cases, internal procedures cannot be applied until the conclusion of police processes. The police should inform the employer and designated officer(s) immediately when a criminal investigation and any subsequent trial is complete, or if it is decided to close an investigation without charge, or not to continue to prosecute the case after the person has been charged. In those circumstances, the designated officer(s) should discuss with the case manager whether any further action, including disciplinary action, is appropriate and, if so, how to proceed. The information provided by the police and/or children's social care services should inform that decision. Where the police are involved, wherever possible the employer should ask the police to obtain consent from the individuals involved to share their statements and evidence for use in the employer disciplinary process.

7. Internal Procedures

7.1 Internal procedures will be followed where the harm test is not met and where LADO, Social Care and/or Police involvement is concluded and/or it is agreed that the college can follow its internal procedures.

If, at any stage, new information emerges that requires a referral as set out in Section 6, the internal procedures should be held in abeyance and only resumed if agreed with the LADO, children's social care and the Police. Consideration or a review of suspension/alternate arrangements should be also undertaken.

7.2 Employees

Where the concern or allegations relates to an employee, the colleges' Disciplinary Procedure will be applied. The outcome will be determined and communicated to the employee, and recorded in the child protection records, as set out in Section 8.

7.3 Volunteers

Where a concern or allegation relates to a volunteer, the case manager will arrange for an investigation to be carried out. This will involve gathering relevant information and evidence, including speaking to the volunteer.

At the end of the investigation, the outcome will be determined and communicated to the volunteer, and recorded in the child protection records, as set out in Section 8.

Having reached a determination, the case manager will decide whether it is appropriate to allow the individual to continue to volunteer, and if so whether there are any conditions or considerations, such as additional training or supervision.

7.4 Third party workers, including agency supply teachers and other workers

In the case of workers who are not employees of the college, their employer is responsible for applying their internal procedures. However, where necessary the college will lead in carrying out investigations, as agencies will not have access to children and other staff to collect facts. In any case, the college will fully co-operate with and provide support as required, to the third-party employer and other agencies. Subject to the outcome of the investigation, the college may decide to cease to engage the worker.

7.5 Governors

Where a concern or allegation relates to a trustee/governor, the Complaints against Governors Procedure will be applied. The outcome will be determined and communicated to the governor, and recorded in the child protection records, as set out in Section 8.

8. Conclusion of safeguarding cases

8.1 Investigations into allegations will be completed and the outcome recorded, regardless of whether the person involved resigns or otherwise ceases their engagement at the college prior to the conclusion of the investigation or criminal or internal procedures. The individual will be invited to participate in internal procedures at all stages, but they will proceed even if the person declines to co-operate.

8.2 Settlement agreements will not be used to resolve employee relations matters relating to safeguarding.

8.3 The following definitions will be used when determining and recording the outcome of 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;
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made.

8.4 Records and References

Allegations which are found to be malicious will be removed from personnel records. In all other cases, a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, a note of any actions taken and decisions reached will be recorded and retained on the personnel file of the accused and a copy provided to the individual.

The college has a duty to report relevant safeguarding allegations in employment/volunteer references in respect of relevant employment/engagement and will do so. Allegations proven to be false, unsubstantiated or malicious will not be included in any references.

The college has an obligation to preserve records which contain information about allegations of sexual abuse for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry. All other records will be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer. Full details can be found in the college's record retention schedule.

8.5 Referrals

A referral to the Disclosure and Barring Service (DBS), and where appropriate the Teacher Regulation Agency, will be made on the conclusion of case where the individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

8.6 Return to work

Where it is decided on the conclusion of a case that a person who has been suspended or placed on alternate duties, can return to work, the case manager will consider how best to facilitate this.

Consideration will be given, in consultation with the person, about what help and support should be given. This may include a phased return or a short-term mentor for support and consideration of how the person's contact with the students/s to whom the allegation related can best be managed if they are still a student.

8.7 Reflections and further action

If an allegation is determined to be false or malicious, the college will liaise with relevant agencies to determine what, if any, further interventions or action may be necessary in respect of the accuser.

In other cases, the college will reflect on its practice and procedures to determine whether there are any improvements to be made.

9. Support for those involved

The college will act to manage and minimise the stress inherent in the allegations process.

- Allegations will be dealt with expeditiously, fairly and thoroughly;
- Individuals will be informed of concerns or allegations as soon as possible and given an explanation of the likely course of action, and updates on progress, unless there is an objection by the children's social care services or the police;

- Employees should contact their trade union representative and have the right of representation by a trade union representative or work colleague at any formal disciplinary meeting.
- Other individuals should seek appropriate support e.g. citizens advice, their professional body;
- Individuals will be given access to welfare counselling or medical advice where this is appropriate and available. In case of third-party workers, this will be the responsibility of their employer; and
- All individuals subject to alternate work arrangement/suspension will be given a named contact to provide relevant updates regarding events in the workplace and to act as a conduit for information/communication as appropriate. In the case of third-party workers, this will be the responsibility of their employer.
- Parents/ carers will be told the outcome subject to any restrictions within the Data Protection Act and where relevant, the Human Rights Act.

10. Confidentiality

10.1 It is essential that strict confidentiality is maintained at all time, by all parties.

10.2 It is however a statutory requirement for the college and where applicable their staff, to share relevant information in relation to safeguarding matters and as such the college will share information with the LADO, police, children's social care, other agencies such as the DBS and the Teaching Regulation Agency, and individuals such as parents/carers, as required and in accordance with its obligations and any regulations, including the Data Protection Act and the Human Rights Act.

10.3 The Education Act 2002 introduced reporting restrictions preventing the publication of any material that may lead to the identification of a teacher in a college who has been accused by, or on behalf of, a pupil from the same college (where that identification would identify the teacher as the subject of the allegation). The reporting restrictions apply to everybody until the point that the accused person is charged with an offence, or until the Secretary of State publishes information about an investigation or decision in a disciplinary case arising from the allegation. The reporting restrictions are disapplied if the individual to whom the restrictions apply effectively waives their right to anonymity by going public themselves or by giving their written consent for another to do so or if a judge lifts restrictions in response to a request to do so.

Appendix A

Procedures for when concerns or allegations do not meet the harm test.

Low Level concerns.

The College will continue to promote an open and transparent culture in which all concerns about all adults working in or on behalf of the College (including peripatetic teachers, casual workers, volunteers, referred to henceforth as staff) are dealt with promptly and appropriately.

All staff will be made aware of the College's Code of Conduct, Child Protection and Safeguarding policies which will provide guidance as to expected levels of conduct whilst working in the College. Safeguarding training will be given to ensure staff are aware of the channels and mechanisms for reporting any concern.

What is a low – level concern?

A low-level concern does not mean it is insignificant. A low-level concern is any concern, no matter how small, and even if no more than a sense of unease or a 'nagging doubt' that a member of staff may have acted in a way that:

- Is inconsistent with the staff Code of Conduct, including inappropriate conduct outside of work and
- Does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- Being over friendly with children and young adults (CYA)
- Having favourites
- Taking photographs of CYA
- Humiliating CYA

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

The College will ensure that staff are

- clear about what appropriate behaviour is
- confident in distinguishing expected and appropriate behaviour from inappropriate, problematic or concerning behaviour, in themselves and others
- encouraged to share any low-level safeguarding concerns (see below)
- given support to address and correct unprofessional behaviour at an early stage
- assured that the College will handle and respond to such concerns sensitively and proportionately when they are raised,
- asked to help identify any weakness in the College's safeguarding system

Reporting of concerns

The College has established procedures for reporting any concerns and staff should follow these procedures and report any concerns to the relevant senior manager (DSL/Senior Tutor/HOD/Senior Manager HR and Administration). Low level concerns regarding a non-staff member should be notified to their employer/recognised professional body.

If appropriate, the DSL should consult with LADO to determine whether the reported low-level concern in fact meets the harm test.

If concerns raised are deemed to be low-level then the incident/ issues may be dealt with using the relevant College policy or procedure. (For example, the Disciplinary Procedure, Prevention from Bullying and Harassment Policy or Capability Procedures).

Responding to concerns reported

The College will

- Acknowledge the raising of the concern
- speak directly to the person who raised the concern and
- to the individual involved and any witnesses

Further investigations, if deemed appropriate, may be conducted in line with the procedures outlined in the College's Disciplinary Procedure.

Recording of concerns

All low-level concerns will be recorded in writing. This will include

- The details of the concern
- The context in which the concern arose
- The action taken.

The name of the individual reporting the incident is also normally recorded. However, if the individual wishes to remain anonymous, then this will be respected as far as is reasonably possible.

Data will be held confidentially and in line with UK General Data Protection Regulations. Records will be held in line with College data retention policies regarding employee files.

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