The Crypt School

STATEMENT OF PROCEDURE FOR DEALING WITH ALLEGATIONS OF ABUSE AGAINST TEACHER & OTHER STAFF & VOLUNTEERS

Lead Person: Deputy Head (Safeguarding, Inclusion and Wellbeing)
Governing Body Committee: Pupil Welfare

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Introduction

1.1 This Statement of Procedures follows the DfE Statutory Guidance *Keeping Children Safe in Education: Part Four: Allegations of abuse made against teachers and other staff,* which is available from the school office. It is about managing cases of allegations that might indicate that a person is unsuitable to continue to work with children in their present position, or in any capacity. It 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 Crypt School has:

a. Behaved in a way that has harmed a child, or may have harmed a child.

b. Possibly committed a criminal offence against or related to a child.

c. Behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

d. Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

1.2 Any allegation of abuse will be dealt with as quickly as possible, in a fair, consistent and thorough way that provides effective protection for the child or children and at the same time deals fairly with the person who is the subject of the allegation.

Communicating the Procedures

1.3. All members of the Senior Leadership Team (SLT) and the Designated Safeguarding Lead with responsibility for child protection in The Crypt School have a responsibility to ensure that all staff know about and understand these procedures.

1.4. In accordance with the DfE Statutory Guidance, all staff must also read at least Part One, Annexe B and Part Five of *Keeping Children Safe in Education*, which contains Safeguarding information for all staff.

1.5. All members of the SLT and the designated safeguarding lead with responsibility for child protection in The Crypt School have a responsibility to be familiar with the statutory guidance in its entirety.

Immediately Reporting an Allegation

1.6. Everyone who comes into contact with children and their families has a role to play in safeguarding children. If you have a concern that a person (as described in paragraph 1.1 above) may have behaved inappropriately or you have received information that may constitute an allegation you must:

a. Report the facts to the Case Manager, who is the Head, as soon as possible. All concerns will be listened to and managed appropriately; do not withhold information however trivial it may seem.

b. There are two aspects to consider when an allegation is made:
• Looking after the welfare of the child - the designated safeguarding lead (or a deputy) is responsible for ensuring that the child is not at risk and referring cases of suspected abuse to the local authority children's social care

• Investigating and supporting the person subject to the allegation - the case manager should discuss with the LADO, the nature, content and context of the allegation, and agree a course of action.

c. When dealing with allegations, schools and colleges should:
   - apply common sense and judgement
   - deal with allegations quickly, fairly and consistently, and
   - provide effective protection for the child and support the person subject to the allegation.

d. In the absence of the Case Manager, you must report the matter to the most senior person available who will carry out the Case Manager's duties in his/her absence. This would be the Deputy Head (Safeguarding) in the first instance. If the allegation

concerns the Case Manager, then the matter must be reported to the Chair of Trustees (Richard James). If the Chair of Trustees is involved, the Headteacher will take advice from the Local Authority Designated Safeguarding Officer (LADO).

e. Make a signed and dated written record of your concerns, observations, or the information you have received and give it to the Case Manager straight away.

f. Maintain strict confidentiality.

1.7. You must not:

a. Attempt to deal with the situation yourself.

b. Make assumptions, offer alternative explanations, or diminish or embellish the seriousness of the behaviour or alleged incidents.

c. Keep the information to yourself or promise confidentiality.

d. Take any action that might undermine any investigation or disciplinary procedure, such as disclosing confidential information, interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or parents/carers.

1.8. The **duties and responsibilities of the Case Manager** are as described in *Keeping Children Safe in Education: Part Four: Allegations of abuse against teachers and other staff* (KCSIE).

These enable the case management team to distinguish between:

1. Allegations that may meet the harms threshold.
2. Allegation/concerns that do not meet the harms threshold – referred to for the purposes of this guidance as low-level concerns.

No judgement is to be made by staff but is to be made by the Case Management team only. Staff simply must report any concerns. All concerns will be treated with confidentiality and sensitivity in the context of the law (see the Education Act 2011 in this instance) with duty of care in place for all involved.

It is to be noted that this legislation can also cover concerns beyond the school gates and the Case Manager will take advice from the Local Authority Designated Safeguarding Officer (LADO) if that is applicable. As a team they will either decide there is to be no further action or there is a need for further enquiries in terms of concerns raised. The person reporting the concern may not be updated after the initial concern raised due to confidentiality for those involved but can be reassured their concerns will be dealt with in full as per Section 4 of KCSIE.

These processes are also applied to supply and contracted staff as well as those staff who are in the process of leaving the school due to resignation, retirement etc.

The school will also co-operate in full with any police investigation. This statement is to be read in conjunction with the **Staff Code of Conduct.**

1.9. The contact details for the Designated Officer for Safeguarding are:
Gemma Hargraves - ghargraves@crypt.gloucs.sch.uk

The contact details for the Head are:
Nicholas Dyer- ndyer@crypt.gloucs.sch.uk

The contact details for the Senior Deputy Head (case manager in the absence of the Head) are:
Phil Stanlake- pstanlak@crypt.gloucs.sch.uk

The contact details for the Chair of Trustees (case manager in the case of allegations against the Head):
Richard James- Richard.James@cryptschool.org

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