

Statement of Procedure for Dealing with Allegations of Abuse against Staff

Shooters Hill Sixth Form College HR Review September 2016

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CHILD PROTECTION

Cases of alleged or suspected child abuse involving harm to pupils, or any case in which children are involved, should be progressed in accordance with the guidelines set out in the DCSF document 'Working Together to Safeguard Children – a guide to inter-agency working to safeguard and promote the welfare of children 2010' – specifically Appendix 5 (Procedures for Managing Allegations Against People who Work with Children). Guidance is also available from the comprehensive DCSF document 'Safeguarding Children and Safer Recruitment in Education 2007' (Chapter 5), and the Safer Recruitment training offered by The Royal Borough.

This guidance should be followed in respect of any allegation that a person who works with children 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;
 - behaved towards a child or children in a way that indicates they are unsuitable to work with children.
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- The procedure for dealing with child protection cases requires the involvement of the Local Authority Designated Officer (LADO), and possibly the Police, and will always take precedence over the college's disciplinary procedure.
 - If there is a concern or allegation that a child is being, or has been, harmed then the Principal must be informed or, in their absence, the College's designated person for child protection. The LADO must also be informed. If the concern or allegation is about the Principal, then the chair of governors must be informed. It is important that no contact is made with the employee until the concern or allegation has been discussed with the LADO. In addition, HR are available to advise the College as appropriate and offer support regarding disciplinary or employment issues.
 - The LADO in consultation with the Principal, College's HR and possibly the Police will determine what action needs to be taken. If it is agreed that the concern or allegation relates to a child protection matter then a strategy meeting will be held. Any subsequent action, which needs to be taken by the college, will be dependent on the outcome of a strategy meeting to which the college will be invited.
 - Should an employee be disciplined for an issue relating to child protection then the warning, as with other disciplinary warnings, will be disregarded for disciplinary purposes when the 'life' of the warning has expired. However, the warning, details of the allegation and the investigation will always remain on the employee's personal file and will be mentioned if The Royal Borough/college is later requested to provide a reference for that employee.

- Should an employee be dismissed for an issue relating to child protection then details of the allegation(s), the investigation and the decision of the disciplinary panel will be passed to the Independent Safeguarding Authority for consideration of barring the person from future employment with children.
- Should an employee resign before a disciplinary investigation or hearing has been completed the disciplinary process will continue through to a conclusion even if this means it is completed after the employee has actually left The Royal Borough. Should a disciplinary hearing conclude that had the employee remained in employment he/she would have been dismissed then details of the allegations, the investigation and the decision of the disciplinary panel will be passed to the Independent Safeguarding Authority for consideration of barring the person from future employment with children.