

West Midlands UTC

Safeguarding and Allegations of Abuse against Staff Policy

The governing body believe that it is essential that any allegation of abuse made against a teacher or other member of staff is dealt with properly and promptly. This means quickly, fairly and consistently, and in a way that provides effective protection for the child whilst protecting the rights and livelihood of the person accused. Our procedures must aim to strike a balance between the need to protect young people from abuse and the need to protect staff and volunteers from false and unfounded accusations.

Author	Simon Maxfield	Version	2.0
Governor Approved Date	10/05/2015	Last Review Date	10/10/2017
Comments	This Policy should be read in conjunction with the Safeguarding Policy		
Monitoring, Evaluation and Review	The Governing Body will review this document at least once every year and assess its implementation and effectiveness in consultation with key stakeholders. Monitoring and Evaluation shall be conducted by the Vice Principal and produce a report to the governors annual or as requested. Staff must all read this policy and must declare in writing that they have done so.		

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1. Guidelines

- 1.1. Students who report that they have been abused by a member of staff must be listened to and heard, whatever form their attempts to communicate might take.
- 1.2. If a student does not wish to take the matter further, very careful consideration must be given to the student's age and level of understanding and to whether the student or others might be at risk of significant harm. The member of staff hearing the allegation must always report the allegation as in 1.3 below in any case.
- 1.3. Members of staff who hear an allegation of abuse against another member of staff should report the matter immediately to the Principal **and** the designated teacher for safeguarding. Where the allegation is against the Principal, then the member of staff should notify the Chair of Governors.
- 1.4. A written, dated record should be made of the allegations as soon as practicable, and certainly within 24 hours. If the allegation is against the Principal it should be reported to the Chair of Governors **and** the designated teacher for safeguarding.
- 1.5. All allegations should be referred to the Local Authority Allegations Manager (Designated Officer) within one working day. The Designated Officer will decide if any further action is required.
- 1.6. Threshold for Action - Action will be taken when a member of staff has:
 - behaved in a way that has harmed, or may have harmed, a young person or;
 - possibly committed a criminal offence against a young person or;
 - behaved in a way that indicates unsuitability to work with young people.
- 1.7. If the allegation has been reported to the police or Children's Services, they will inform the Designated Officer immediately who will then contact the Principal.
- 1.8. The UTC will not inform the member of staff of the allegation prior to speaking with the Designated Officer.
- 1.9. The UTC will not conduct any investigation before speaking with the Designated Officer.
- 1.10. Once the accused adult is informed they should be informed of the process and be treated fairly and honestly. They should be advised to contact their trade union and should also be

offered support from a colleague. In serious cases they may be required/advised to take paid leave. The Principal, in discussion with the Designated Officer, may determine that there is a need to suspend the member of staff but this will not be an automatic response to an allegation and the decision to suspend will be taken only when the particular circumstances require it.

1.11. The Principal or the designated person for safeguarding should speak with the student's parents or carers and keep regular contact throughout.

1.12. The outcome of any investigation will be determined as one of:

- **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.

1.13. Staff must be advised how to protect themselves from allegations. A staff training session specifically related to allegations of abuse will be provided.

2. Dissemination

This policy is available on request to the LA and OFSTED through the Principal. Staff will have access to the full policy in Staff files.

3. DfE Guidance and other documentation has been used to create this document. The specific guidance documents include:

- [Keeping Children Safe in Education 2016](#)