



LINCOLN ANGLICAN  
ACADEMY TRUST  

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DIOCESE OF LINCOLN

# Procedures for Allegations or Grievance against a Member of Staff Policy

Church schools serving their communities through excellence,  
exploration and encouragement within the love of God.

The diocese of Lincoln is called to faithful worship, confident discipleship and joyful service and our church schools bear witness to our belief that every child is made in the image of God and loved by Him. They were founded for the good of their local communities so that children can be educated through the values and stories of Christianity.

Policy Owner: LAAT CEO

Policy Date: October 2015

Policy Review Date: September 2018

*Excellence*

*Exploration*

*Encouragement*

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## General Principles

In accordance with this guidance, where an allegation is made against anyone who works with children at the Academy

That s/he:

- Has behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or in relation to a child
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children or where
- Concerns arise about the person's behaviour with regard to his/her own children.
- Concerns arise about the behaviour in the private or community life of a partner, member of the family or other household member

The following procedure will be implemented.

This document has been approved by the Lincoln Anglican Academy Trust, hereafter referred to as the LAAT.

### 1. Initial Allegation made to the School

Any allegation of abuse by a member of staff against a student must be reported to the school's designated Officer, or in their absence, the Head Teacher or Principal immediately. Should the initial allegation first be made to any other member of staff, then that member of staff must either request the person raising the allegation to report it to the Head Teacher/Principal or, if that is not possible, themselves pass details of the allegation to the Head Teacher/Principal immediately.

Should the allegation be made against the Head Teacher/Principal then this should be brought to the attention of the Chair of the LAAT immediately. In such cases where the policy refers to the involvement of the Head Teacher then "the Chair of the LAAT" should be substituted for "the Head Teacher/Principal".

Allegations may be received in a variety of ways, including:

- Direct complaint by a student to another staff member or Head Teacher/Principal
- Direct complaint by a parent/carer to another staff member or teacher
- Concerns raised by parties who may have been told about or witnessed abuse
- Direct contact by parent/carer to the local authority
- Anonymous referral
- Direct complaint to the assessment team or the police

### 2. Immediate Response to the Allegation

The student making the allegation should not be left alone or with other students until there have been consultations with the Schools Designated Officer and a course of action agreed, including the appropriateness of the student remaining in the school.

The member of staff receiving the complaint must not seek to investigate the allegation themselves or interview students.

Where possible, details of the allegation should be obtained in writing, signed and dated by the person receiving the allegation and the student or person who is making the allegation. The statement can either be completed by the individual or on their behalf but all statements must be

countersigned by the person giving the statement as a true record.

Should the allegation meet any of the following criteria then the Head Teacher/Principal will report the allegation to the Local Authority Designated Officer (LADO) the same day that the allegation is received:

That a teacher or member of staff (including a volunteer) in the school has:

- behaved in a way that has harmed a student, or may have harmed a student
- possibly committed a criminal offence against or related to a student
- behaved towards a student or students in a way that indicates s/he is unsuitable to work with children

The LAAT must be informed.

Where the allegation does not meet any of the criteria listed above and does not involve a criminal offence then the allegation is dealt with under section 4.

Contact details for the Local Authority Designated Officer are available at [www.swcpp.org.uk](http://www.swcpp.org.uk)

### **3. Initial Consideration of Allegation**

Where the allegation meets any of the criteria listed in section 2 above then the Head Teacher/Principal or the designated person will discuss the matter with the LADO and provide any further details of the allegation and the circumstances in which it was made. The Head Teacher/Principal will not investigate the allegation at this stage. The discussion will also consider whether there is evidence or information that establishes that the allegation is false or unfounded. In these circumstances the school will not act before receiving advice from the LADO on the appropriate action that needs to be taken.

If the allegation is not patently false and there is cause to suspect that a student may be suffering or is likely to suffer significant harm, the LADO Officer will make the decision whether or not a strategy meeting will be held, in accordance with Working Together to Safeguard Children. In these circumstances the strategy discussion will be led by the LADO who will also invite representation from the school.

If there is not cause to suspect that “significant harm” is an issue, but a criminal offence might have been committed, the LADO may inform the police and convene a similar discussion to decide whether a police investigation is needed. That discussion will also involve the school and any other agencies involved with the student.

### **4. Action Following Initial Consideration**

Where the initial consideration decides that the allegation does not involve any of the criteria in section 2 and does not involve a possible criminal offence, it will be for the school to deal with under its internal procedures. In such cases, if the nature of the allegation does not require formal disciplinary action, the Head Teacher/Principal will instigate appropriate action within three working days. If a disciplinary hearing is required and can be held without further investigation, the hearing will be held within 15 working days.

The table below outlines the authority to act in this situation

Formal action concerning	Authority to suspend an employee	Carry out an Investigation	Chair a hearing where the possible outcome is not dismissal	Chair an appeal hearing (except where the employee was dismissed)	Chair a hearing where a possible outcome is dismissal	Chair an appeal hearing where the employee has been dismissed
All employees except those listed below	Executive Principal/ Head Teacher/ Principal	Either the Principal/ Head Teacher or an employee authorised by them of at least line management level	Principal/ Executive Principal/ Head Teacher if not previously involved or a Panel of three from the Local Governing Body	Panel of three from the Local Governing Body who have not previously been involved.	Panel of three, two from the Local Governing Body and one LAAT Director	Panel of three, two from the Local Governing Body and one LAAT Director who have not previously been involved
Principal	Chair of Governors in consultation with an LAAT Director	Executive Principal or a Governor from the Local Governing Body	Panel of three from the Local Governing Body	Panel of three from the Local Governing Body who have not previously been involved	Panel of three, two from the Local Governing Body and one LAAT Director	Panel of three, two from the Local Governing Body and one LAAT Director who have not previously been involved
Executive Principal/ Head Teacher	Chair of the LAAT Directors	LAAT Director or a Governor from the Local Governing Body	Panel of three, made up of either members of the Local Governing Body and/or LAAT Directors. Must include at least one LAAT Director	Panel of three LAAT Directors who have not previously been involved	Panel of three, made up of either members of the Local Governing Body and/or LAAT Directors. Must include at least one LAAT Director	Panel of three LAAT Directors who have not previously been involved

Where further investigation is required to inform consideration of disciplinary action the Head Teacher/Principal will determine who will undertake this. This person will be the Investigating Officer.

The Investigating Officer will be a member of the Senior Leadership Team who has had no previous involvement in the case. If no such person is available, the Head Teacher/Principal will decide who is the most appropriate person to carry out the investigation.

Where the investigation is to be conducted internally for inappropriate behaviour the investigating officer will:

- i. define the areas to be investigated
- ii. draw up a provisional list of those to be interviewed and the content for discussion. This will include firstly interviewing the alleged victim and any witnesses. If the incident occurred in a classroom then a random selection of students will be interviewed, if appropriate
- iii. check potentially corroborative evidence
- iv. assess the credibility of the person making the allegation. In doing so, consideration should be given to the issues of listening to young people, treating each allegation seriously and professionally and ensuring that the person does not feel intimidated in making the allegation.

If, at any point, the Investigating Officer becomes aware that there may be child protection issues emerging the investigation will be halted and referred, under the child protection procedures, directly to the Local Authority and the LADO informed.

The Investigating Officer will provide a report to the Head Teacher/Principal within 10 working days.

On receipt of the report of the disciplinary investigation, the Head Teacher/Principal will decide within two working days whether a disciplinary hearing is needed. If a hearing is needed it will be held within 15 working days. The Head Teacher/Principal may decide to further consult the LADO before making his/her decision.

In any case in which Children's Social Care has undertaken enquiries to determine whether the student or students are in need of protection, the Head Teacher/Principal will take account of any relevant information obtained in the course of those enquiries when considering disciplinary action.

It is expected that the LADO will continue to liaise with the school to monitor progress of the case and provide advice or support when required or requested.

## **5. Possible Action Following Investigation**

### **No further action**

If it is agreed, following investigation, that no further action is required, the Head Teacher/Principal will:

- i. inform the parent/carer of the student, in writing, of the allegation and outcome, i.e. a decision to take no further action or a view that there has been a false allegation
- ii. where there has been a false allegation, consider with the Safeguarding Officer whether the student might have been abused by someone else

- iii. inform the member of staff, verbally and in writing, that an allegation has been made and that no further action under disciplinary or child protection procedures will be taken. The employee may have a workplace colleague or representative present during this discussion
- iv. consider whether support, counselling and/or informal professional advice for the employee is appropriate and the form this might take. Make arrangements to offer such appropriate support to the employee
- v. consider appropriate counselling and support for the student and parent/carer, particularly where a false or malicious allegation has been made. The need for appropriate disciplinary action against the student should be considered at this stage. Otherwise, determine whether the student needs further support or whether the allegation could be an indicator of other concerns (e.g. abuse elsewhere)
- vi. prepare a report, to be copied to the employee, giving reasons for the conclusion that the allegation is without foundation and stating the action taken, as above
- vii. clearly state on the member of staff's record that the staff member has been exonerated and consideration of disciplinary proceedings are not necessary
- viii. give consideration to what action is required to avoid a repeat of the allegation, i.e. is a planned transfer appropriate?
- ix. it should be understood that, where a police investigation has been undertaken, the outcome may be that there is "insufficient evidence to proceed". It is normal for this to be the only recorded statement made by the police where they have not taken any further action against a person against whom allegations have been made.

#### Possible inappropriate behaviour

If it is agreed, following investigation by the LADO and the Head Teacher/Principal and/or representatives of the Local Authority or police, that the matter falls into the category of inappropriate behaviour as opposed to child protection, a timescale will be agreed in which the school will complete an investigation by its Investigating Officer. An agreement will be made as to who will inform the parent/carer of this course of action. The investigation may become part of disciplinary procedures.

#### Staff interview by the Investigating Officer

The person subject to the allegation will be informed of:

- i. his/her rights under the school's disciplinary procedures, including the right to representation
- ii. the allegation and invited to make a statement
- iii. the right either to respond to the allegation (or decline to respond) and to be represented prior to giving a response

Full notes will be taken and the member of staff invited to read and sign them as a true record of the interview, a copy of which will be made available to the member of staff.

Persons identified by the member of staff as having relevant information will be added to the list to be interviewed as part of the investigation.

On conclusion of the investigation a report will be produced for the Head Teacher/Principal and recommendations made in relation to future action. Consideration should be given to the need to refer back to child protection procedures, consider suspension and/or refer the report under disciplinary procedures.

Where disciplinary action is being considered there will be consultation with the Trust Human

Resources advisers.

The Head Teacher/Principal will retain records of the investigation, including statements, in a secure and confidential system.

On consideration of the report the designated officer will write to the parent/carer of the student involved and the staff involved informing them of the outcome of the investigation. A copy of both of these letters will be sent to the Head Teacher/Principal. In some situations the designated officer for allegations will discuss specific courses of action which may assist in the prevention of similar situations occurring.

### Where an investigation is likely to follow child protection or criminal process

Where there are marks/bruising to a student, complaints of assault or concerns of a sexual nature then there is a strong possibility that this will be treated as a child protection referral. In such circumstances swift action is vital.

- Where the student is injured, medical treatment will need to be considered as a priority
- Where it is agreed that Child Protection procedures need to be followed the designated person will inform the Head Teacher/Principal and ask them to notify the employee that an allegation has been made against them and to advise him/her to contact their professional association if appropriate
- A Child Protection investigation may need an initial investigation by the police or Local Authority or a joint investigation
- Any such investigation takes precedence to any possible disciplinary issues or action that the school wishes to take
- The investigation will be undertaken in line with the relevant Safeguarding Children's Board procedures which may include a strategy meeting or strategy discussion including relevant personnel

Details of the complaint must be regarded as strictly confidential and not to be extended beyond those involved in the investigation to date. The Head Teacher/Principal is responsible for ensuring that confidentiality is maintained within the school at all times. The Designated Director of the LAAT must be informed.

It may be necessary to hold a strategy meeting prior to the investigation taking place. Under such circumstances those present would usually be the LADO, Assessment Team Manager or Social Worker, police representative, LAAT Human Resources representative and Head Teacher/Principal, as appropriate.

### Suspension

At the time of discussion with the Local Authority representative, the Head Teacher/Principal's view will be sought in relation to the risk to other children from the alleged perpetrator.

If the Head Teacher/Principal has no concerns then the employee should continue working within the school. Provision would need to be made to avoid contact with the victim where possible. Suspension may be used, having due regard to the advice of the school human resources advisers.

If the Head Teacher/Principal has concerns about the welfare of the alleged victim or any other student then steps will be taken to suspend the employee in accordance with the appropriate disciplinary procedure.

If a Local Authority representative or police have concerns about the safety of others but the Head

Teacher/Principal is not in agreement, they may inform the Chair of the LAAT of their concerns and request a revision of the decision.

The Local Authority will liaise with the police and keep the Head Teacher/Principal informed of the situation.

Actions on completion of the investigation

On completion of the Child Protection investigation there should be a review meeting between appropriate staff in the Local Authority, police, the Head Teacher/Principal and the school human resources adviser to share findings:

- to consider the possible prosecution of the alleged perpetrator and internal disciplinary procedures
- to consider communication to the parents

The LADO will liaise with the Head Teacher/Principal and others involved in the review to discuss the findings of the investigation with them. It is then for the Head Teacher/Principal, in consultation with the relevant officers, to determine the appropriate course of any further action. In some circumstances this could lead to disciplinary action. If this is the case the Head Teacher/Principal may then liaise with the School human resources advisers.

The designated person will then write to the alleged perpetrator, parents and Head Teacher/Principal informing them of the outcome of the investigation.

If the police and/or the Crown Prosecution Service decide not to charge the individual with an offence, or decide to administer a caution, or the person is acquitted by a Court, the police should, wherever possible, aim to pass all information they have which may be relevant to a disciplinary case to the Head Teacher/Principal within three working days of the decision. In those circumstances the Head Teacher/Principal and the LADO should proceed as described above.

In any case in which Children's Social Care has undertaken enquiries to determine whether the student or students are in need of protection, any information obtained in the course of those enquiries which is relevant to a disciplinary case should also be passed to the School and the Head Teacher/Principal should request this information.

## **6. Referral to the Department for Education**

If, on conclusion of the case, the school ceases to use the person's services, or the person ceases to provide his or her services, the school should make a referral to the Department for Education is required. If a referral is appropriate the report should be made within one month by the School.

## **7. Support for the Member of Staff**

Being the subject of an allegation is likely to cause distress to the member of staff. It can also cause distress to the wider school community. The Head Teacher/Principal must advise the employee where to find external support.

When a member of staff is suspended the school will also offer a link to a named member of staff to keep them informed of the status of any investigation.

Employees will also be advised to seek advice from their professional association if appropriate. The school may offer counselling to the staff member through, for example, an Occupational Health Adviser.

## **8. Allegation against the Head Teacher/Principal**

When the allegation is made about the Head Teacher/Principal, direct contact should be made with the Chair of the LAAT and LADO.

The Chair of the LAAT appoints an Investigating Officer with the support of with the human resource advisers who will follow procedures in relation to discussion with the LADO to determine whether thresholds for child protection are met.

The LADO or Chair of the LAAT will contact the Head Teacher/Principal to inform them of the allegation.

If the allegation falls into the category of inappropriate behaviour the Chair of the LAAT may obtain support from the human resource advisers about how best to proceed.

If the allegation is treated as a Child Protection referral the normal procedures will apply, with the Chair of the LAAT taking the Head Teacher/Principal's role in the investigation.

The Chair of the LAAT will consider the need for suspension with the support of the human resource advisers.

## **9. Supply Teachers**

When a supply teacher is contracted to work in the school, the Head Teacher/Principal should ensure that the supply teacher is made aware of the school's procedure in relation to care and control of students, including the use of physical intervention and child protection procedures.

## **10. The Role of the Governing Board**

Issues relating to allegations are of a confidential nature in accordance with the local authorities Child Protection Procedures and information should only be shared on a "need to know" basis. For example, it will be appropriate for the Head Teacher/Principal to share issues about the impact of any allegation on the school community confidentially with the Chair or Vice Chair of the LAAT.

Other members of the LAAT and Local Governing Board will receive a relevant factual statement provided by the human resource advisors to the school. It is important that other members of the Local Governing Board should neither become involved in, nor have details linked to, the allegations. Any such knowledge would prejudice their possible involvement in any future appropriate action which the Local Governing Board or LAAT may be advised to take. In addition, the LAAT has to be clear that it is not taking any action that would prejudice the position of the individual under investigation.

When the allegation refers to the Head Teacher/Principal, the Chair of the Governing Board will be involved, as outlined above. When the outcomes of the investigations are known and it is appropriate for the Governing Board to deal with the matter, the Chair will then decide the course of action to be taken. This will be within the School's agreed procedures.

No other members of the Governing Board should be involved in any proceedings before this stage in case they are required for a subsequent disciplinary appeal. In the event of the Chair being unavailable the Vice Chair would be expected to act on behalf of the Governing Board.

## **11. Contractors Working in the School**

When an allegation is received in relation to a contractor working in the School, it is expected that those issues which are of a child protection nature should be referred to the Assessment Team or police.

## **12. Records**

The School must keep documents relating to an investigation and must retain a written record of the outcome. A copy must be sent to the LADO. Where a disciplinary hearing has taken place against an employee, a copy should be retained on the School's confidential personnel file in accordance with the School's Staff Discipline policy and procedures. Where a student has made an allegation, a copy of the statement or record of it must be kept on the section of the student's personal file which is not open to disclosure together with a written record of the outcome of the investigation. If there are criminal or civil proceedings, records may be subject to disclosure. Therefore no assurances can be given of confidentiality. Details of outcomes of disciplinary or criminal investigation may be passed to the School human resources advisors.

## **13. Monitoring, Evaluation and Review**

The Governing Board will review this policy at least every three years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the School.