



Managing Allegation and Low Level Concerns Policy and Procedures (Including volunteers, supply staff and contractors)

O believers!, stand firm for justice, be ever steadfast in upholding equity and bear true witness for the sake of Allah, even though it be against yourselves, your parents and kinsfolk. So do not follow your own desires, lest you swerve or deviate from justice, if you distort your testimony or decline to give it, then Allah is fully aware of all that you do

Surah Nisa 4:135

'Creating and embedding a culture of openness, trust and transparency in which our values and expected behaviour are lived, monitored and reinforced constantly by all staff'

KCSIE September 2022

Lote Tree Primary's key values are those of RESPECT. These values transcend and permeate through all that we practice, teach, display and affirm to.

Respect for the positions of trust we are given and to those around us.

Excellence in our conduct and duty of care.

Sincerity in carrying out all duties and care entrusted to us and upholding what is right and just.

Patience in dealing with our children, their families, colleagues and challenges brought about in everyday work environments.

Equality for all, ensuring that we do not allow any partisan values or opinions or beliefs, effect the way we treat those around us or behave in a way that is unfair or discriminatory.

Charitable in our conduct, behaviour and dealings with those around us. As the beloved Prophet Muhammed ﷺ said, even a smile is an act of charity, if it is to make someone feel better.

Teamwork, ensuring that we are all working towards the same goals and following the same ethos in all that we do. Enabling and supporting one another to improve and having the courage to speak out if we feel that a member of our team is not representing the values and standards that we aim to uphold.

This policy should be read in conjunction with [Working Together to Safeguard Children](#), [Keeping children safe in education](#), Part four, Section 1.14 'Allegations against Staff or Volunteers'. [Coventry's Managing Allegations Procedure](#), [Lote Tree Primary Safeguarding Policy](#), [Lote Tree Primary Whistle Blowing Policy](#) and [Lote Tree Primary Staff Code of Conduct](#).

The purpose of this policy and procedures are to create and embed a culture of openness, trust and transparency. We expect our school's values and expected behaviour as set out in our [staff code of conduct](#) are constantly lived, monitored and reinforced by all staff. We aim to create a culture in which all concerns about adults (including allegations that do not meet the harms threshold) are shared responsibly and with the right person, recorded and dealt with appropriately.

This should encourage an open and transparent culture; enable us to identify concerning, problematic or inappropriate behaviour early; minimise the risk of abuse; and ensure that adults working in or on behalf of our school are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the institution.

It is important to recognise that, in practice, the words 'allegation' and 'concern' can be and are used interchangeably by different people. Sometimes individuals may shy away from the word 'allegation' and express it as a 'concern' instead. The crucial point is that whatever the language used, the behaviour referred to may, on the one hand, be capable of meeting the harm threshold (and hence be referable), or, on the other, it does not meet the harm threshold (in which case it should be treated as a low-level concern).

Our focus will not be on the language used by the person disclosing it; the focus will, instead, be on the behaviour being described.

We will implement this policy and procedures by:

- ensuring our staff are clear about what appropriate behaviour is, and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others;
- empowering staff to share any low-level safeguarding concerns;
- addressing unprofessional behaviour and supporting the individual to correct it at an early stage;
- providing a responsive, sensitive and proportionate handling of such concerns when they are raised; and,
- identifying any weakness in our school safeguarding systems.

We have created an environment where staff are encouraged and feel confident to self-refer, where, for example, they have found themselves in a situation, which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

The following diagram will help staff to be clear about what appropriate behaviour is, and be confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others.

Spectrum of behaviour

Concern or allegation that may meet harm threshold

Behaviour which indicates that an adult who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child; and/or
- possibly committed a criminal offence against or related to a child; and/or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Low-level concern

Does not mean that it is insignificant. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' – that an adult working with children may have acted in a way that:

- is inconsistent with an organisation's staff code of conduct, including inappropriate conduct outside of work; and
- does not meet the harm threshold, or is otherwise not serious enough to merit a referral to the LADO.

Appropriate conduct

Behaviour which is entirely consistent with the organisation's staff code of conduct, and the law.

Developing and implementing a low-level concerns policy, September 2021, FARRER & Co

The Headteacher is responsible for keeping governors up to date on any reports of low-level concerns and/or allegations. This will be through a direct contact meeting via teams or face to face, where this is not possible a safeguarding update report will be produced. Governors do not have a right to know individual case details, unless concerns relate to the Headteacher. In this case, the chair of governors should manage this. The regular reviews of low-level concerns and/or allegations conducted by the Headteacher will be shared with the governing body, as part of the Headteacher's report to each governors meeting. The governing body's responsibility is to have oversight and provide appropriate support and challenge to the school leadership team in the management of low-level concerns and/or allegations. Governors, ultimately, have responsibility to ensure this policy and procedures are implemented, understood and followed.

Low Level Concerns

The term 'low-level' concern does not mean that it is insignificant; it means that the behaviour towards a child does not meet the harm threshold. A low-level concern is any concern - no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of our school 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 allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

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.

We understand concerns may arise in several ways and from a number of sources. For example, suspicion, complaint or concern shared by a child, parent or other adult within or outside of the organisation; or as a result of vetting checks undertaken. It is important that all staff share low-level concerns. Sharing Low Level Concerns Staff are encouraged to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

The Headteacher and three further DSL's have an 'open door' policy. We ensure that the sharing of any concerns is confidential, clear, easy to understand and implement.

If a concern is raised about the Headteacher then this will be referred to the safeguarding Governor or the Chair of Governors.

Step 1: Fill in a concerns form (See appendix A)

Note:

- Forms and follow-up information will be stored securely within the Headteachers secure filing cabinet, with access only by the DSLs. This will be stored in accordance with the school's GDPR and data protection policies.
- The staff member(s) reporting the concern must keep the information confidential and not share the concern with others apart from the Head Teacher or those aware in the senior leadership team.

Step 2: Hand form to Lead DSL (Headteacher)

Step 3: Lead DSL will follow the steps listed below. Please note: The lead DSL will decide if the concern meets the harm threshold and may consult with the Local Authority Designated Officer (LADO) for clarification.

Step 4: Lead DSL to feedback to the person who filled in the form and to initiate any action needed.

Step 5: Continual monitoring to ensure there is not a wider school issue that needs addressing.

Responding to low-level concerns

If the concern has been raised via a third party, the headteacher will collect as much evidence as possible by speaking:

- directly to the person who raised the concern, unless it has been raised anonymously, and
- to the individual involved and any witnesses.

The information collected will help to categorise the type of behaviour and determine what further action may need to be taken. This information will be recorded in writing on the reporting form, along with the rationale for their decisions and action taken.

Record Keeping

All low-level concerns will be recorded in writing. In addition to details of the concern raised, records will include the context in which the concern arose, any action taken and the rationale for decisions and action taken.

Records will be:

- Kept confidential, held securely and comply with the DPA 2018 and UK GDPR
- Records will be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, we will decide on a course of action, either through our disciplinary procedures or where a pattern of behaviour moves from a concern to meeting the harms threshold, in which case it will be referred to the LADO.
- Retained until the individual leaves employment at the school and then in line with GDPR requirements

Consideration will also be given to whether there are wider cultural issues within our school that enabled the behaviour to occur and where appropriate policies could be revised or extra training delivered to minimise the risk of it happening again.

Where a low-level concern relates to a supply teacher or contractor, we will notify the individual's employer, so any potential patterns of inappropriate behaviour can be identified.

References

We will not include low-level concerns in references unless:

- The concern (or group of concerns) has met the threshold for referral to the designated officer at the local authority and was found to be substantiated; and/or
- The concern (or group of concerns) relates to issues which would ordinarily be included in a reference, such as misconduct or poor performance. Information provided must be true, accurate, fair and not misleading.

Allegations/Concerns that meet Threshold

Appendix A: Managing Allegations Against Adults who Work with Children - Local offer

Professional Abuse Flow Chart

An allegation may relate to a person who works with children who 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; or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

It is your duty to report concerns to the Manager or DSL. If you feel that your concern has not been dealt with appropriately you have a duty to report your concern directly.

If an allegation is made against any adult who comes into contact with children in either a paid or unpaid capacity in the setting, the child minder or any person in the child minder setting

Childcare provider contacts the
1. LADO 024 76 975483
2. Ofsted 0300 123 1231 Online Notification Form

LADO to be consulted on initial planning and whether the member of staff/person concerned is to be informed of the allegation; the LADO will ask you to complete online reporting form If there is an offence or on-going risk to the child you must make a referral to Children's Services (Social Care) 024 76788555 or contact the Emergency Duty Team - Out of Hours 76832222 and/or the Police)

REMEMBER!
Is the child safe?
Document everything
Do not investigate

Position of Trust (POT) meeting may be convened to consider allegation and plan any further enquiries/investigation – this is a multi-agency meeting which may include the Police and Ofsted and is chaired by the LADO to exchange information and to decide on formal investigation processes. There are occasions when investigations are in process before a POT is convened these are usually when the allegation has been made directly to the Police.

Allegation is unfounded setting/EEISA to support member of staff/childminder returning to work

Allegation is substantiated, disciplinary procedures applied and potential for criminal proceedings. EEISA to provide ongoing support.

Manager/Senior Officer to make a referral to DBS. In the event of Child minder settings Ofsted will withdraw registration and will liaise on the referral to the DBS -03000 200 190
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911179/Referrals_Flowchart.pdf

Duties as an employer and an employee

We have a duty as an employer to manage cases of allegations that might indicate a person would pose a risk of harm if they continue to work in regular or close contact with children in their present position, or in any capacity with children in a school or college.

We will use this policy, alongside other guidance and requirements, where it is alleged that anyone working in the school or college that provides education for children under 18 years of age, including supply teachers and volunteers 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 he or she may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

If we receive allegations against a teacher who is no longer teaching then this will be referred to the police.

Historical allegations of abuse should will also be referred to the police.

We have a duty of care to our employees. We provide effective support for anyone facing an allegation and provide them with a named contact if they are suspended. Where we are the employer of an individual we still have responsibility to ensure allegations are dealt with appropriately and we will liaise with relevant parties.

It is essential that we deal with any allegation of abuse made against a teacher or other member of staff or volunteer very quickly, in a fair and consistent way that provides effective protection for the child and, at the same time supports the person who is the subject of the allegation.

Coventry Contacts for Referrals, Advice and Support

Local Authority Designated Officer (LADO) - You have a responsibility to report the allegation or concern to the Local Authority Designated Officer on 024 7697 5483 or by completing this [online reporting form](#).

LADO@coventry.gov.uk

Children's Services - Social Care - MASH - 024 76788555

Emergency Social Care Duty Team - Out of Hours - 024 76832222

Early Education Improvement & Sufficiency Advisor (EEISA) - your Early Education Improvement & Sufficiency Advisor (EEISA) will also provide you with support and guidance -

EYCentral@coventry.gov.uk Tel: 024 76 975451

Coventry Safeguarding Children Partnership procedures can be found on the link below:

<https://www.coventry.gov.uk/cscp>

National Help Lines

Ofsted hotline - 0300 123 3155 Notification Form [Online Notification Form](#)

Ofsted email - whistleblowing@ofsted.gov.uk

Or you can write to WHBL Ofsted, Piccadilly Gate, Store Street, Manchester M1

2WD

Disclosure and Barring Service (DBS) - 03000 200 190

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/911179/Referrals_Flowchart.pdf

<https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance/dbs-paper-referral-form-guidance>

ACAS Helpline

Monday- Friday, 8.00am - 8.00pm and Saturday, 9.00am - 1.00pm

08457 474747 www.acas.org.uk

National Society for the Prevention of Cruelty to Children (NSPCC)

www.nspcc.org.uk

Supply teachers

Whilst at Lote Tree we use our own internal staff to cover absences and staff training, we have taken into account the processes and procedures we would use, should we need to use agency or supply staff.

It may be necessary for us to consider an allegation against an individual not directly employed by us, where its disciplinary procedures do not fully apply, for example, supply teachers provided by an employment agency or business (referred to as 'the agency'). Whilst we are not the employer of supply teachers, we will ensure allegations are dealt with properly. In no circumstances will we decide to cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the local authority designated officer (LADO) to determine a suitable outcome. The governing body will discuss with the agency whether it is appropriate to suspend the supply teacher, or redeploy them to another part of the school, whilst they carry out their investigation. We expect agencies to be fully involved and co-operate in any enquiries from the LADO, police and/or children's social services.

We will usually take the lead because agencies do not have direct access to children or other school staff, so they will not be able to collect the facts when an allegation is made, nor do they have all the relevant information required by the LADO as part of the referral process. Supply teachers, whilst not employed by us, are under the supervision, direction and control of our governing body/proprietor when working in the school. We will advise them to contact their trade union representative if they have one, or a colleague for support.

The LADO Position of Trust (POT) meeting which is often arranged by the LADO should address issues such as information sharing, to ensure that any previous concerns or allegations known to the agency are taken into account by us during the investigation. When using an agency, we will inform the agency of our process for managing allegations. This will include inviting the agency's human resource manager or equivalent to meetings and keeping them up to date with information about our policies.

Initial considerations when managing an allegation

We will apply the procedures for dealing with allegations with common sense and judgement. Many cases may well either not meet the criteria set out above, or may do so without warranting consideration of either a police investigation or enquiries by local authority children's social care services. In these cases, we will follow the local arrangements to resolve cases without delay.

Some rare allegations will be so serious they require immediate intervention by children's social care services and/or police. The LADO will be informed of all allegations that come to our attention and appear to meet the criteria so they can consult police and children's social care services as appropriate.

We will use the following definitions when determining the outcome of allegation 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.

The Headteacher or (where the Headteacher is the subject of an allegation) the chair of governors (the 'case manager'), will discuss the allegation immediately with the LADO. The initial sharing of information and evaluation may lead to a decision that no further action is to be taken in regard to the individual facing the allegation or concern, in which case this decision and a justification for it will be recorded by the case manager and should be recorded by the LADO, and agreement reached on what information should be put in writing to the individual concerned and by whom.

The case manager should then consider with the LADO what action should follow both in respect of the individual and those who made the initial allegation. The case manager will inform the accused person about the allegation as soon as possible after consulting the LADO. The case manager will provide them with as much information as possible at that time. However, where a strategy discussion is needed, or police or children's social care services need to be involved, the case manager will not do that until those agencies have been consulted, and have agreed what information can be disclosed to the accused.

We will consider carefully whether the circumstances of a case warrant a person being suspended from contact with children at the school or whether alternative arrangements can be put in place until the allegation or concern is resolved. All options to avoid suspension will be considered prior to taking that step.

If there is cause to suspect a child is suffering or is likely to suffer significant harm, the local authority can convene a strategy discussion. Where it is clear that an investigation by the police or children's social care services is unnecessary, or the strategy discussion or initial evaluation decides that is the case, the LADO should discuss the next steps with the case manager. In those circumstances, the options open to us depend on the nature and circumstances of the allegation and the evidence and information available. This will range from taking no further action to dismissal or a decision not to use the person's services in future.

Suspension will not be our default position: an individual will only be suspended if there is no reasonable alternative. In some cases, further enquiries will be needed to enable a decision about how to proceed. If so, LADO should discuss with the case manager how and by whom the investigation will be undertaken. In straightforward cases, the investigation will normally be undertaken by a senior member of the school's staff.

Supporting those involved

We have a duty of care to our employees. We will act to manage and minimise the stress inherent in the allegations process. We understand support for the individual is vital to fulfilling this duty. Individuals will be informed of concerns or allegations as soon as possible and given an explanation of the likely course of action, unless there is an objection by the children's social care services or the police. The individual will be advised to contact their trade union representative, if they have one, or a colleague for support, in most cases a member of our Pastoral support team will be allocated. They will also be given access to welfare counselling or medical advice. The case manager will appoint a named representative to keep the person who is the subject of the allegation informed of the progress of the case and consider what other support is appropriate for the individual. As a Independent school, this will include support via the AMS if necessary.

We will ensure particular care is taken when employees are suspended to ensure that they are kept informed of both the progress of their case and current work-related issues. We will not prevent social contact with colleagues and friends unless there is evidence to suggest that such contact is likely to be prejudicial to the gathering and presentation of evidence.

Parents or carers of the child or children involved will be told about the allegation as soon as possible if they do not already know of it. However, where a strategy discussion is required, or police or children's social care services need to be involved, the case manager will not do so until those agencies have been consulted and have agreed what information can be disclosed to the parents or carers.

Parents or carers should will also be kept informed about the progress of the case, and told the outcome where there is not a criminal prosecution, including the outcome of any disciplinary process. The deliberations of a disciplinary hearing, and the information taken into account in reaching a decision, cannot normally be disclosed but the parents or carers of the child will be told the outcome in confidence.

Parents and carers will also be made aware of the requirement to maintain confidentiality about any allegations made against teachers whilst investigations are ongoing as set out in section 141F of the Education Act 2002 (see paragraphs 233-234). If parents or carers wish to apply to the court to have reporting restrictions removed, they will be told to seek legal advice.

Confidentiality

We will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. The case manager will take advice from the LADO, police and children's social care services to agree the following:

- who needs to know and, importantly, exactly what information can be shared;
- how to manage speculation, leaks and gossip;
- what, if any, information can be reasonably given to the wider community to reduce speculation; and
- how to manage press interest if, and when, it should arise.

Managing the situation and exit arrangements

Resignations and 'settlement agreements'

If the accused person resigns, or ceases to provide their services, this will not prevent an allegation being followed up. A referral to the DBS will be made, if the relevant criteria are met. We will also consider whether a referral to the Secretary of State is appropriate.

If the accused person resigns or their services cease to be used and the criteria are met, it will not be appropriate for us to reach a settlement/compromise agreement.

We understand it is important and will make every effort to ensure conclusion is reached in all cases of allegations bearing on the safety or welfare of children, including any in which the person concerned refuses to cooperate with the process.

Wherever possible, the accused will be given a full opportunity to answer the allegation and make representations about it. But the process of recording the allegation and any supporting evidence, and reaching a judgement about whether it can be substantiated on the basis of all the information available, will continue even if that cannot be done or the accused does not cooperate. It may be difficult to reach a conclusion in these circumstances, and it may not be possible to apply any disciplinary sanctions if a person's period of notice expires before the process is complete, but we do understand it is important to reach and record a conclusion wherever possible. 'Settlement agreements' will not be used in cases of refusal to cooperate or resignation before the person's notice period expires.

Record keeping

Details of allegations that are found to have been malicious will be removed from personnel records. However, for all other allegations, a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, will be kept on the confidential personnel file of the accused, and a copy provided to the person concerned.

The purpose of the record is to enable accurate information to be given in response to any future request for a reference, where appropriate.

It will provide clarification in cases where future DBS checks reveal information from the police about an allegation that did not result in a criminal conviction and it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time.

References cases in which an allegation was proven to be false, unsubstantiated or malicious will not be included in employer references.

A history of repeated concerns or allegations which have all been found to be false, unsubstantiated or malicious will also not be included in any reference.

Timescales

We believe it is in everyone's interest to resolve cases as quickly as possible and is consistent with a fair and thorough investigation.

The LADO should be contacted within 24 hours from when the Headteacher or Chair of Governors has been informed of the allegations. Where a strategy meeting is held the LADO will attend where there is a possible LADO element in relation to allegations.

Where a strategy meeting is held, the Headteacher or Chair of Governors should speak to the LADO prior to the strategy meeting, in order to gain the settings context of the member of staff i.e. history of their conduct, previous concerns etc as well as jointly agree a possible option for an interim safeguarding plan regarding the member of staff, pending the outcome of any investigations.

The LADO will then inform the strategy meeting of this information, to assist them in the planning of any investigation which may be undertaken. Where the initial consideration decides that the allegation does not involve a possible criminal offence we will deal with it, although if there are concerns about child protection, we will discuss them with the designated officer(s). In such cases, if the nature of the allegation does not require formal disciplinary action, we 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.

Suspension

The possible risk of harm to children posed by an accused person will be evaluated and managed in respect of the child(ren) involved in the allegations.

In some rare cases that will require the case manager to consider suspending the accused until the case is resolved.

Suspension will not be an automatic response when an allegation is reported: all options to avoid suspension will be considered prior to taking that step.

Where the case manager is concerned about the welfare of other children in the community or the teacher's family, those concerns will be reported to the designated officer(s), children's social care or the police as required.

Suspension will be considered only in a case where there is cause to suspect a child or other children at the school are at risk of harm or the case is so serious that it might be grounds for dismissal.

In cases where we are made aware that the Secretary of State has made an interim prohibition order in respect of an individual who works at the school immediate action will be taken to ensure the individual does not carry out work in contravention of the order.

The case manager will also consider whether the result that would be achieved by immediate suspension could be obtained by alternative arrangements. If the LADO, police and children's social care services have no objections to the member of staff continuing to work during the investigation, the case manager will be as inventive as possible to avoid suspension.

Based on assessment of risk, the following alternatives will be considered by the case manager before suspending a member of staff:

- redeployment within the school so that the individual does not have direct contact with the child or children concerned;
- providing an assistant to be present when the individual has contact with children;

- moving the child or children to classes where they will not come into contact with the member of staff, making it clear that this is not a punishment and parents have been consulted; or
- temporarily redeploying the member of staff to another role or place of work within the school.

The case manager will consider the potential permanent professional reputational damage to employees that can result from suspension where an allegation is later found to be unsubstantiated or maliciously intended.

If immediate suspension is considered necessary, the rationale and justification for such a course of action will be agreed and recorded by both the case manager and the LADO. This should also include what alternatives to suspension have been considered and why they were rejected.

Where it has been deemed appropriate to suspend the person, written confirmation will be dispatched within one working day, giving as much detail as appropriate for the reasons for the suspension.

We will not leave a person who has been suspended without any support. The person will be informed at the point of their suspension who their named contact is within the organisation and provided with their contact details.

On conclusion of a case

If the allegation is substantiated and we dismiss the person or ceases to use the person's services, or the person resigns or otherwise ceases to provide his or her services.

The LADO should discuss with the case manager and their personnel adviser whether we will decide to make a referral to the DBS for consideration of whether inclusion on the barred lists is required.

In the case of a member of teaching staff at a school, whether to refer the matter to the TRA to consider prohibiting the individual from teaching.

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

Most people will benefit from some help and support to return to work after a stressful experience.

Depending on the individual's circumstances, a phased return and/or the provision of a mentor to provide assistance and support in the short term may be appropriate.

The case manager will also consider how the person's contact with the child or children who made the allegation can best be managed if they are still a pupil or student at our school.

In respect of malicious or unsubstantiated allegations

If an allegation is shown to be deliberately invented or malicious, the Headteacher or chair of governors/proprietor will consider whether any disciplinary action is appropriate against the pupil or student who made it; or whether the police should be asked to consider if action might be appropriate against the person responsible, even if he or she were not a pupil or student.



Appendix A Low Level Concerns Reporting Form

Please use this form to share any concern - no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult may have acted in a way that:

1. is inconsistent with Lote Tree Primary and Nursery staff code of conduct, including inappropriate conduct outside of work; and
2. does not meet the harm threshold, or is otherwise not serious enough to merit a referral to the LADO. You should provide a concise record (online/electronically or hard copy) - including brief context in which the low-level concern arose, and details which are chronological, and as precise and accurate as possible. The record should be signed, timed and dated.

Name of adult writing this concern: <small>(This will be kept anonymous if requested, as far as reasonably possible)</small>				Name of adult about whom there is a concern:			
Date:		Print and sign name					
Form received by:						Date:	
Please detail your concerns in the box below and include the following: <ul style="list-style-type: none"> • a brief context • details which are chronological, precise and accurate • any contextual information that may be appropriate 							
Action taken							
Headteacher to decide on action to be taken and will list here (please note the Headteacher may need to seek advice to proceed)							
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							
Follow up:							
• Headteacher to feedback actions and outcomes to the above reporter							
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							
Monitoring:							
• Concerns are monitored over time with subsequent actions being taken dependent on concerns eg. Further training delivered.							
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>							

This record will be held securely in accordance with Lote Tree Primary and Nursery low-level concerns policy. Please note that low-level concerns will be treated in confidence as far as possible, but Lote Tree Primary and Nursery may in certain circumstances be subject to legal reporting requirements or other legal obligations to share information with appropriate persons, including legal claims and formal investigations (Data Protection Act 2018 and the UK GDPR regulations)



Appendix B Overview form for allegations

Incident/Allegation Procedure Checklist

Name of Staff Reporting	DSL Name and Reported		Name of Staff dealing Case Manger	DSL Trained	Managing allegations trained
Immediate action taken			Further Action		
<input type="checkbox"/> Informed Head same day <input type="checkbox"/> Informed DSL same day <input type="checkbox"/> Informed LADO same day <input type="checkbox"/> Gathered information			<input type="checkbox"/> Confidentiality maintained <input type="checkbox"/> Staff member informed (if appropriate) <input type="checkbox"/> Member removed from class/setting <input type="checkbox"/> Suspension <input type="checkbox"/> Support worker allocated to staff member <input type="checkbox"/> Other referrals <input type="checkbox"/> Parents/carers informed <input type="checkbox"/> Parties updated where relevant		
Checks			Quality assurance		
<input type="checkbox"/> All notes taken verbatim <input type="checkbox"/> Notes dated and signed by DSL/DDSL <input type="checkbox"/> All information complete <input type="checkbox"/> Ensure no investigation carried out by staff			<input type="checkbox"/> Has school managing allegations procedure been followed <input type="checkbox"/> Have all processes been followed correctly <input type="checkbox"/> Has the situation been managed and checked <input type="checkbox"/> Lesson learned meeting with staff		
Quality assurance and procedure checks					
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>					
Outcome					
<input type="checkbox"/> Does not meet threshold <input type="checkbox"/> Unsubstantiated <input type="checkbox"/> False <input type="checkbox"/> Malicious <input type="checkbox"/> Unfounded <input type="checkbox"/> Substantiated					
Further Action					
Name	Signed/date		Name	Signed/date	



Appendix C

Reporting Incident/Allegation Form

Date of alleged incident	
Date allegation reported to referrer	
Who has made the allegation eg child, parent, other professional etc	
How was the allegation eg in person, by phone, letter and to whom	
If allegation was by SMS/text,email, letter pl include a copy or full text here so that exact wording is available.	
Who else has been informed regarding allegation	
Full details of allegation	
Note everything said in the exact word of the person reporting the incident. Do not include your opinions or interpretations of what is being said, please use the language used by the reporter exactly	
Where did the alleged incident take place	

Name	
Date	

Full details of allegation continued

Note everything said in the exact word of the person reporting the incident. Do not include your opinions or interpretations of what is being said, please use the language used by the reporter exactly

Page of

Signed:

Date:

QA Sign:

Date: