



The Painsley Catholic Academy

Better Together

**Procedures for dealing with
allegations of abuse
against staff**

September 2020



Managing Allegations against Adults in a Position of Trust – Also see Safeguarding Policy

Allegations against adults working in a position of trust in the school must be dealt with by the Principal, **not** the Designated Safeguard Lead (unless the allegation is against the Principal, in which case it should be dealt with by the CEO Mr Bell. If the allegation is against the CEO in this case it should be dealt with by the Chair of Board of Directors).

A concern or allegation will be reported to the Staffordshire Local Authority Designated Officer (LADO) if it is alleged that an adult:

- Has or may have harmed a child
- May have committed a criminal offence related to a child and / or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm if they work regularly or closely with children

There are three strands to consider when an allegation has been made:

- A police investigation of a possible criminal offence
- Children's Specialist Services enquiries and/or assessment about whether a child is in need and/or in need of protection
- Consideration by an employer of disciplinary action

The Principal / CEO (or Chair of Directors if the concern is about the CEO) must contact the First Response Team within 24 hours of any situation arising on **0800 1313 126**. Please ensure that you tell the call taker that this is a position of trust issue so that after initial discussions your referral will be directed to the Duty LADO who will assist in initiating any additional safeguarding activities.

If your concern or allegation is urgent and outside of office hours telephone **0845 6042 886** the Emergency Duty Team (EDT).

Organisations must follow their **disciplinary policies** when this is the agreed action following discussion with LADO or a result of a Position of Trust meeting. HR advice should be sought by the employer where this is available. The LADO must be informed of the outcome of a disciplinary investigation. If a member of staff resigns during the process, this should still proceed so that there is an outcome to the investigation.

If a member of staff is dismissed due to a safeguarding concern, or there is a decision to cease to use the services of a volunteer, the DBS must be informed. This is the employer's legal responsibility, but the LADO will give advice.

Referring to the Disclosure and Barring Service (DBS)

If there have been concerns of a safeguarding nature about a person in a position of trust working with children, you need to consider whether a referral to the disclosure and barring service is required. There is a statutory duty on employers to make referrals in certain circumstances, particularly when a person engaged in regulated activity has been dismissed or you have ceased to use their services due to safeguarding concerns. If a person resigns during the course of an investigation, you need to consider whether you should make a referral to the DBS. You should also discuss the matter with the LADO.