

Statement of Procedures for Dealing with Allegations of Abuse Against Staff (Allegations Management)

Last updated:	March 2025
Date of next review:	March 2027
Member of staff responsible for the policy:	Beth Warren
Dissemination of the policy:	Management Committee, staff, website

GHES will always follow the Gloucestershire Safeguarding Children's Partnership (GSCP) procedures when an allegation is made against any person working in (or on behalf of) GHES that he or she has:

- a. behaved in a way that has harmed a child or may have harmed a child;
- b. possibly committed a criminal offence against or related to a child, or;
- c. behaved towards a child or children in a way that indicates s/he may pose a risk of harm to children
- d. Behaved in a way that indicates they may not be suitable to work with children
- e. The GSCP procedures can be accessed here:

[Successfully Managing Allegations against people in a position of trust. an Employers Guide](#)

On the GSCP website [Gloucestershire Safeguarding Children Partnership | Gloucestershire Safeguarding Children's Partnership](#) under the heading of Allegations Management there are some other key documents which must be referred to:

- Allegation Management Information sheet for staff/volunteer '**what to do if you have an allegation of abuse made against you**'.
[what-to-do-if-you-have-an-allegation-of-abuse-made-against-you-leaflet-2023.pdf](#)
- **Teacher misconduct – the prohibition of teachers.**
[Teacher misconduct: the prohibition of teachers \(publishing.service.gov.uk\)](#)
Advice on factors relating to decisions leading to the prohibition of teachers from the teaching profession Last updated: February 2022 (Teaching Regulation Agency).

Key points:

- If an allegation is made against a teacher the quick resolution of that allegation should be a clear priority to the benefit of all concerned. At any stage of consideration or investigation, all unnecessary delays should be eradicated.
- In response to an allegation staff suspension should not be the default option. An individual should only be suspended if there is no reasonable alternative. If suspension is deemed appropriate, the reasons and justification should be recorded by the school and the individual notified of the reasons.
- Allegations that are found to have been malicious should be removed from personnel records and any that are not substantiated, are unfounded or malicious should not be referred to in employer references.

- All schools and FE colleges should have procedures for dealing with allegations. The procedures should make it clear that **all allegations should be reported straight away**, normally to the head teacher (Head of Service in the case of GHES). The procedures should also identify the person, (GHES chair of the management committee) to whom reports should be made in the absence of the head teacher or principal, or in cases where the head teacher or principal themselves are the subject of the allegation or concern. Procedures should also include contact details for the local authority designated officer (LADO) responsible for providing advice and monitoring cases. GHES adhere to the mandate that it is essential that all allegations are investigated properly and in line with the agreed GSCP procedures.
- Employers have a duty of care to their employees. GHES should and will ensure they provide effective support for anyone facing an allegation and provide the employee with a named contact if they are suspended.

Allegations Management procedures

Initial Actions:

If a professional receives an allegation or has a concern about the behaviour of a member of staff working or volunteering with children and that concern could amount to :

- a. A member of staff or volunteer has behaved in a way that has harmed a child, or may have harmed a child; or
- b. Possibly committing a criminal offence against or related to a child; or
- c. Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

That professional must (straight away without delay):

1. **Report their concerns to the most senior person not implicated in the allegation. This is usually the Head of Service. If the allegation or concern was about the Head of Service then the Chair of the Management Committee should be approached.**
2. **Complete a written record of the nature of the circumstances surrounding the concern, including any previous concerns.**
 - The Head of Service/Chair of the Management Committee will always contact the LADO (Local Authority Designated Officer) as early as possible for an initial discussion prior to investigation of the allegation. It is vital that a discussion occurs before any investigation takes place as the allegation might meet the criminal threshold and so the investigation could interfere with a Police or Social Care investigation.

Local Authority Designated Officer tel: 01452 426994

Email: amadmin@gloucestershire.gov.uk

[The Role of the LADO & The Allegations Management Process | Gloucestershire County Council](#)

Within the email the Allegations Management Referral Form provided in the above link must be filled in

The LADO will offer advice on any immediate action required and will assist with employment and safeguarding issues.

Allegations Management Process:

- If, after discussion with the LADO, it is agreed that the allegation meets the criteria, a multi-agency meeting will be convened and the Head of Service/Chair of the Management Committee would be invited. This might result in criminal investigation, a Social Care

investigation and/or an investigation to inform whether disciplinary action is required. If it is agreed that the allegation does not meet the criteria, the LADO will record the initial discussion and send it to the Head of Service/Chair of the Management Committee for records. Any further action could be taken within the GHES/GCC context if necessary.

GHES will always refer to and follow the Allegations Management Process:
[The Role of the LADO & The Allegations Management Process | Gloucestershire County Council](#)

Further Action:

Further meetings might be required convened by the LADO with input from the Head of Service/Chair of the Management Committee at all times. The GSCP and the LADO follow the South West Procedures for Allegation Management.

This document closely relates to the GHES child protection policy and procedures. Please read the child protection policy and procedures for further information on GHES child protection procedures and arrangements.

GHES Allegations Management key contacts - quick reference guide	
GCC LADO (Local Authority Designated Officer)	Tel: 01452 426994 Email: amadmin@gloucestershire.gov.uk
Beth Warren (GHES Head of Service)	Office contact telephone number: 01242 532363 Email: beth.warren@gloucestershire.gov.uk
Liz McPherson (Chair of the Management Committee)	Tel: 01285 653447

Other available documents to refer to which are available on GSCP Allegations Management section

Allegations management

- [The role of the LADO and the allegations management process](#)
- [Successfully managing allegations against people in a position of trust - an employers guide](#)
- A guide for employers - Working Together to Safeguard Children and the GSCP Published Arrangements places a duty on employers to ensure that all allegations or low-level concerns relating to an adult in a position of trust are managed appropriately. [Read the briefing](#).
- A guide for education settings - Part 4 of Keeping Children Safe in Education, details schools' and any education setting's responsibilities and role to ensure that all allegations or low-level concerns are managed appropriately. [Read the briefing](#).

