



Heathside Preparatory School

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Allegations made against staff Procedural guidelines

This document outlines the steps that will be taken if an allegation is made against a member of staff at Heathside School. It follows the guidance provided by Camden Children, Schools and Families.

The Working Together to Safeguard Children guidance (2006) defines an allegation in the following terms:

- Causing harm to a child/young person
- The likelihood of harm being caused to a child/young person
- A criminal offence has occurred
- The unsuitability of a person to work with children/young people.

Unsuitability will be defined in relation to the Heathside staff code of conduct.

What do we mean by 'allegation'

The procedure outlined below will be used when a teacher, member of staff or volunteer 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 s/he is unsuitable to work with children

(Definition taken from DCSF guidance Safeguarding children and safer recruitment in education (DCSF ref: HSPV2))

Procedure

If a member of staff receives an allegation from a child or parent they will:

- Report to one of the headteachers
- If the allegation is made against one of the headteachers they will report to the other headteacher.

The headteacher will:

- Obtain written details of the allegation signed and dated by the person receiving the allegation (not the child, and not the member of staff against whom the allegation is being made). The headteacher may write their account based on what the staff member says.
- Record times, dates, location and names of any potential witnesses.
- Consult with their Local Authority Designated Officer (LADO)

At this stage, we will not automatically refer to the child protection system. Alternative responses will be considered through discussions with the LADO.

Parents will be informed of the allegation by the head teachers.

If the head teachers, designated senior manager and LADO consider that a child has suffered significant harm or is at risk of doing so, a referral will be made to Camden Safeguarding and Social Care Duty Assessment Team.