



## **MANAGING ALLEGATIONS POLICY**

### **1. General statement of policy**

#### 1.1 Employing body

Copplesstone Methodist Church is the employing body for All Stars After School Club. This policy should also be read in terms of the Copplesstone Primary School Managing Allegations Policy. *'Staff' includes employees, visiting activity providers and volunteers.*

#### 1.2 Criteria to be used

In accordance with this guidance, the following procedures will be implemented where an allegation is made against anyone who works with children at All Stars After School Club 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.

#### 1.2 Summary of actions to be taken by Copplesstone Methodist Church as the Employing Body for All Stars After School Club (see All Stars Safeguarding Policy):

- refer to the Headteacher and Local Authority Designated Officer (LADO) immediately and follow up in writing within 48 hours
- consider safeguarding arrangements of the child or young person to ensure they are away from the alleged abuser
- contact the parents/carers of the child/young person if advised to do so by the LADO
- consider the rights of the staff member for a fair and equal process of investigation
- advise Ofsted of allegation within 14 days of the allegation
- ensure that the appropriate disciplinary procedures are followed including suspending a member of staff from work until the outcome of any investigation if this is deemed necessary.
- act on any decision made in any strategy meeting
- advise the Independent Safeguarding Authority where a member of staff has been disciplined or dismissed as a result of the allegations being founded.

### **2. Procedures**

#### 2.1 Responding to an allegation or complaint

The person who receives information regarding the allegation will not question the child or investigate the matter any further. They will:

- treat the matter seriously, avoid asking leading questions, communicate with the child in a manner appropriate to the child's understanding and communication style
- make a written record of the information, where possible in the child's own words stating when the alleged incident took place, who was present and what was said to have happened

The record must be signed and dated.

## 2.2 Reporting the allegation or complaint

The person receiving the information must report the matter immediately to the Children and Families Worker as the All Stars Safeguarding Designated Officer or, if the allegation involves the DSO, to the Minister of Copplestone Methodist Church.

## 2.3 Action by the Senior Designated Manager

The person to whom the matter is reported will become the *Senior Designated Manager*, until the allegation is resolved. The Senior Designated Manager will inform the Headteacher of the allegation.

The SDM will **not** investigate the matter by interviewing the accused, the child making the allegation or any of the potential witnesses. They will:

- obtain written details of the allegation, signed and dated by the **person receiving** the allegation or complaint
- countersign and date the written details
- record any other information about times, dates and location of any incident and the names of any potential witnesses.

If the allegation meets any of the criteria (section 1.), the SDM will report it to the Local Authority Designated Officer (LADO) within one working day. Referral to the LADO will **not** be delayed in order to gather any further information. The SDM will cooperate with all relevant authorities involved and will share all relevant information about the person who is the subject of the allegation and the alleged victim to assist in any further investigation.

## 2.4 Informing the accused person/suspension

The SDM will inform the accused person of the allegation as soon as possible *after prior consultation with the LADO*. As the responsible body, Copplestone Methodist Church will consider carefully whether the circumstances of the case warrant an immediate suspension of the person involved from contact with children, until the allegation is resolved. They will seek guidance from the LADO when considering a suspension. Any suspension of an employee will be on full pay, until decided otherwise.

# 3 Further action

## 3.1 Supporting those involved

Parents/carers of any child involved will be told about any allegations as soon as possible, after discussion with the LADO as to the most appropriate way this should be done and by whom. In cases where a child has been injured whilst in All Stars' care, the parents/carers will be informed immediately. Copplestone Methodist Church will keep any staff member who is the subject of an allegation informed of the progress of the case and will arrange appropriate support/advise the accused to seek support from their trade union or other relevant professional association.

## 3.2 Confidentiality

Every effort will be made to maintain confidentiality and guard against publicity.

## 3.3 Record keeping

Copplestone Methodist Church will keep details of any allegations made and how the allegation was followed up and resolved. These records will be kept until the person reaches normal retirement age, or 10 years if that is longer, including for people who leave our employment. A copy will be given to the person. The purpose of the record will be to enable accurate information to be given in response to any future request for a reference and to provide clarification for future DBS disclosures.

### 3.4 Outcomes

If after initial consideration between the SDO and the LADO it is clear that Police or Social Services investigations are not necessary, the school will be guided by the LADO as to the most appropriate action.

The nature and circumstances of the allegation and evidence will determine the next course of action:

- If the nature of the allegation does not require formal disciplinary action, appropriate action will be instituted within 3 working days.
- If a disciplinary hearing is required and can be held without any further investigation, the hearing will be held within 15 working days. Subsequent procedures, as outlined in the Devon County Council Grievance and Disciplinary Procedures, will be followed.
- If, on conclusion of the case, it is decided that the employee can return to work, Coplestone Methodist Church will consider how best to facilitate the return and provide relevant support to the staff member and consider how to best manage the person's contact with the child who made the allegation.
- The parents/carers of the child will be kept fully informed of any decisions/action taken by the Governing Body.

### 3.5 Resignations and 'Compromise Agreement'

If an employee resigns or ceases to work for All Stars, any allegation must still be followed up in accordance with these procedures. 'Compromise agreements' in which a person agrees to resign and the employer agrees not to pursue disciplinary action will **not** be used in these situations.

### 3.6 Staff references for future employment

Any staff references will state where an allegation has been made against the employee and will clearly state if the allegation was found to be false or unproven.

### 3.7 Advise Ofsted

The SDM will advise Ofsted within 14 days of the allegation that an allegation has been made, whether or not it is substantiated.

### 3.8 Inform the Independent Safeguarding Authority

If an allegation is substantiated and the employee is dismissed or resigns, the SDM will discuss with the LADO whether and how a referral should be made to the Independent Safeguarding Authority.

### 3.9 Review practice

At the conclusion of any case, whether the allegation is substantiated or not, All Stars will review its procedures and practice to help prevent similar events in the future.

## 4. Contact details

Safeguarding Designated Officer

Sean Schofield, Children and Families Worker 07527 101219 [admin@allstarsclub.co.uk](mailto:admin@allstarsclub.co.uk)

Minister, Coplestone Methodist Church

Revd John Wiltshire 01363 877281 [revjohnw@btinternet.com](mailto:revjohnw@btinternet.com)

## **5. Related All Stars documents**

Safeguarding Policy  
Disciplinary and Dismissal Grievance Policy  
Grievance Policy  
Managing Allegations Policy, Coplestone Primary School

***Date:***            ***January 2015***                            ***Signed:***

***Reviewed:***    ***August 2015***                            ***Signed:***