

SWALE ACADEMIES TRUST

POLICY FOR DEALING WITH ALLEGATIONS AGAINST STAFF

An allegation may be made against any member of staff by a parent/ carer, pupil, member of staff/ volunteer or anyone from outside the school

It is possible that any member of staff may be the subject to an allegation at any point. Allegations will vary from very low level to more serious and may relate to safeguarding issues.

Schools within the Swale Academies Trust (the Trust) will take any allegation seriously and investigate it according to procedure.

The Trust recognises that an allegation made against a member of staff is very distressing to the person (s) making the allegation as well as to the member of staff who is the subject of the allegation. It is the Trust's responsibility to act in accordance with policy yet to be as supportive as possible to all concerned.

For lower level allegations, the school will need to determine any level of harm caused or potential harm and it may be the case that the allegation will be dealt with under the complaints policy, and if required the staff disciplinary policy.

All allegations regardless of potential level should be reported to the Headteacher immediately. In consultation with the Trust Principal, it will be determined whether the allegation can be dealt with internally or whether it needs to be referred to the local safeguarding team. The determinants to this decision will be the nature and level of alleged, potential and real harm and the risk posed to young people / individuals concerned.

Whoever makes the decision regarding the course of treatment to manage the allegation must appoint an investigating officer. This investigating officer cannot have been previously involved with the allegation.

If the Trust Principal / Headteacher decides that the nature of the allegation warrants referral to the safeguarding teams, the school's DSL/ Headteacher will follow the procedures as laid down by KCC's latest procedural document '**Safeguarding procedures for managing allegations against staff within schools and Education Services**'.

Monitoring of policy

This policy will be reviewed by Directors on a regular basis.

Adopted by Directors 4 December 2013/V01
Reviewed and amended by Directors 9 December 2015/V02