



Allegations of Abuse against Teachers, other staff and volunteers Reviewed November 2016

All policies at GSSC are written to reflect Statutory Requirements or National Guidance and updated in accordance with this. There are times when the Government or Local Authority provide updates to policies that are outside of the policy review schedules. In such instances, an appendix will be added to policies to reflect these updates until the Governing Board can ratify these amended policies. These appendices will supersede previously issued Statutory Requirements or National Guidance.



Policy Written by/date:	Signed/Date: Chair or Vice Chair	Policy due for review:
Terry Hollowell November 2016	Jane Brand Dec 16	November 2018

This Policy is linked to the following School Policies and/or Procedures

Curriculum Policies	School Policies	School Business/Finance Policies
<ul style="list-style-type: none"> • Curriculum • SEN • English (incl Library) • Art • DT • Forest Schools • Humanities • Maths • P.E • PSHE • ICT/Computing • R.E • Collective Worship • Science • Sex and Relationship Education (SRE) • Careers • Post 16 (inc Consortium) • Communication • ASD • Music • School Council • Spiritual, Moral, Social and Cultural including promoting fundamental British Values • Teaching and Learning • Conductive Education 	<ul style="list-style-type: none"> • Child Protection and Safeguarding • Inclusion Policy and SEN Info • SEN Report • Positive Intervention • Prospectus • Pupil Attendance • Anti—Bullying • Designated Teacher (LAC) • Exclusions Policy • Volunteers • Animal Visits • Educational Visits • Exams/Accreditation • Staff Dress Code • First Aid Health and Medications • Intimate Care • Manual Handling/Mobility • Initial Teacher Training • Planning, Preparation and Assessment • Continuing Professional Development • Teaching Assistants • Well-Being of Staff and Student • SEF • SDP • Bereavement • Use of Photography and Video • Acceptable Use • E-Safety • Non-Smoking/Electronic Cigarettes Policy • Complaints • Assessment, Recording and Reporting • Parental Involvement • Student Participation • Home School Agreement • Healthy Eating • Transition • Pupil Premium • Supporting pupils in school with medical conditions 	<ul style="list-style-type: none"> • Data Protection • Confidentiality • Pay Policy • Register of Business interests of HT and Governors • Accessibility Plan • Charging • Freedom of Information • Publication Scheme • Staff Grievance • School Companies • School Income • Lettings • Code of Conduct for all Staff • Governor Allowances • Allegations of abuse against staff • Health and Safety • Retention of data • Recruitment and Selection Policy (Safer Recruitment) • Governing Board Succession Planning • Whistleblowers • Instrument of Government • Staff Discipline, Conduct and Grievance procedures • Equal Opportunity Policy • Equality Duty • Staffing Structure • Staff Attendance Planned • Staff Attendance Unplanned • Anti-Harassment • School Emergency Plan • Critical Incidents • Transport • Pool Safety and Procedures • Lone working • Capability Policy • Visiting speakers policy • Appraisal

GSSC

Statement of Procedures for Dealing with Allegations of Abuse against Teachers and Other Staff and Volunteers

1. Introduction

- 1.1. This Statement of Procedures follows the DfE Statutory Guidance [Keeping Children Safe in Education Part four: Allegations of abuse made against teachers and other staff \(Appendix 1\)](#) which is available from the school web site <http://www.gsscacademy.org/the-school/polices/> under Safeguarding and Child Protection.

It is about managing cases of allegations that might indicate that a person is unsuitable to continue to work with children in their present position, or in any capacity. It will be used in respect of all cases where it is alleged that an employee or volunteer, or a person with permission to be on the premises or carrying out any activity on behalf of the Greenfields Specialist School for Communication (GSSC) 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;
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

This will include allegations involving any type of abuse or neglect, including inappropriate relationships with pupils, grooming behaviour of any kind, possession of indecent photographs or images of children and other offences under the Sexual Offences Act 2003.

- 1.2. Any allegation of abuse will be dealt with as quickly as possible, in a fair, consistent and thorough way that provides effective protection for the child or children and at the same time deals fairly with the person who is the subject of the allegation.

2. Communicating the Procedures

- 2.1. All members of the senior management team and the designated safeguarding lead with responsibility for child protection have a responsibility to ensure that all staff know about and understand paragraph 3 below.
- 2.2. In accordance with the DfE Statutory Guidance, all staff should also read and sign confirmation to accept responsibility to understand and follow Part one of Keeping children safe in education, which contains [Safeguarding information for all staff.](#)
- 2.3. All members of the senior management team and the designated safeguarding lead have a responsibility to be familiar with the Statutory Guidance in its entirety.

3. Immediately Reporting an Allegation

- 3.1. Everyone who comes into contact with children and their families has a role to play in safeguarding children. If you have a concern that a person (as described in

paragraph 1.1 above) may have behaved inappropriately or you have received information that may constitute an allegation **you must:**

- Report the facts to the Case Manager : **Lisa Atack, Headteacher** as soon as possible. All concerns will be listened to and managed appropriately; do not withhold information however trivial it may seem.
- In the absence of the Case Manager you must report the matter to the most senior person available who will carry out the Case Manager's duties in his/her absence. If the allegation concerns the Case Manager then the matter must be reported to the Chair of Governors.
- Make a signed and dated written record of your concerns, observations or the information you have received and give it to the Case Manager straight away.
- Maintain strict confidentiality.

3.2. **You must not:**

- Attempt to deal with the situation yourself.
- Make assumptions, offer alternative explanations or diminish or embellish the seriousness of the behaviour or alleged incidents.
- Keep the information to yourself or promise confidentiality.
- Take any action that might undermine any investigation or disciplinary procedure, such as disclosing confidential information, interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or parents/carers.

4. **Duties and Responsibilities of the Case Manager**

4.1. The duties and responsibilities of the Case Manager are as described in Keeping Children Safe in Education Part four: Allegations of abuse against teachers and other staff.

4.2. The contact details for the Designated Officer for Safeguarding are:

Lisa Atack, Headteacher