



## **A GUIDE FOR A MEMBER OF STAFF SUBJECT TO AN ALLEGATION THAT HAS BEEN REFERRED TO THE LOCAL AUTHORITY DESIGNATED OFFICER FOR MANAGING ALLEGATIONS AGAINST ADULTS WORKING WITH CHILDREN**

Any allegation is likely to cause anxiety and concern. This brief guide is to provide you with information if you are subject to an allegation. You can request a copy of the school's Managing Allegations Against Staff procedures and you can also refer to part 4 of the DFE guidance Keeping Children Safe in Education. In addition, you can seek advice from your own union and refer to the Local Safeguarding Children Board's procedures.

### **What happens when an allegation is made?**

The case manager in Rotunda (CEO) will consider whether the allegation needs to be referred to the police and/or children's services because you may have:

- 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 you would pose a risk of harm to children

If from the outset there is evidence to suggest the allegation is unfounded, false or malicious then the CEO will inform you that no further action will be taken and they will provide support to you. If the above criteria have not been met the school may still need to consider whether your actions or behaviour warrant further disciplinary consideration.

However, when the above criteria have been met the CEO will need to refer the allegation to the Local Authority Designated Officer for consideration by children's services and police. A strategy discussion and/or meeting will then take place to determine when you can be told about the allegation and what information you can be given. The strategy meeting will also consider any other children with whom you have significant contact, including your own children. It will also consider whether you need to be suspended from working with children. The decision to suspend you is your employer's decision but they will need to take account of police and children's services views. Alternatives to suspension should always be considered, drawing upon DFE guidance. If you are suspended, in line with your organisation's disciplinary policy, you will be invited to a meeting to set out the suspension. However, the police and children's services may have advised your organisation that they are unable to tell you the details of the allegation at this meeting.

Although you will not be able to discuss the allegation with members of the Rotunda community, a nominated member of staff will be appointed to liaise with you. They will keep you informed as to the progress of your case. You may be offered counselling services and/or support from occupational health. You should always contact your GP if you feel your health is being affected. You will be advised about



the responsibilities of all parties in respect of confidentiality. You should seek advice from your union or professional body from the outset.

If police and children's services decide to take no further action your organisation may still need to undertake a disciplinary investigation.

Rotunda are not able to agree to any reference that does not include any substantiated allegations or comment on your suitability to work with children or any safeguarding concerns. Rotunda will always need to conclude its investigation and even if you choose to resign you will be invited to participate in the investigation. The DFE statutory guidance makes it clear the circumstances in which Rotunda will not be able to enter into settlement/compromise agreement.

Rotunda may have a statutory responsibility to make a referral to the Disclosure and Barring Service and/or National College for Teaching and Learning.

#### Rotunda Policy Review Record

Reviewed by:	Approval date:	Review frequency:	Review date:	Signed:
Maxine Ennis	1 <sup>st</sup> March 2024	Annual	28 <sup>th</sup> February 2025	