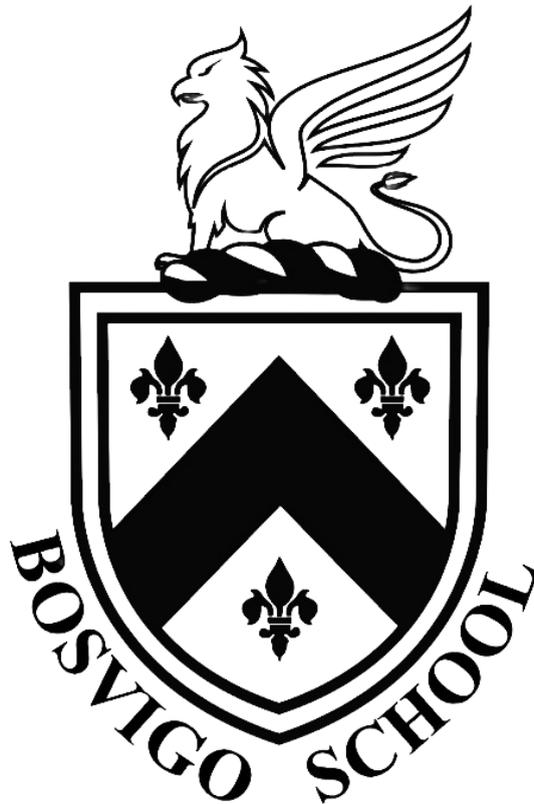


Bosvigo School



Allegations of Abuse Against Staff – Statement of Procedures

September 2025

1. Purpose

Bosvigo School is committed to safeguarding and promoting the welfare of all children. Children's welfare is paramount.

This policy sets out the procedures to follow when a concern, allegation, or low-level concern is raised about any adult working in our school, whether paid, unpaid, supply, volunteer, or contractor.

We also commit to treating staff fairly, providing appropriate support, and ensuring decisions are made promptly, transparently, and in accordance with statutory guidance (*KCSIE 2025* and *Working Together to Safeguard Children 2023*).

2. Equality Impact

This policy ensures:

- The principle of *innocent until proven guilty* is upheld.
- Children's voices are valued and acted upon.
- Staff are supported throughout any process.

3. Roles and Responsibilities

3.1 The Headteacher

The Headteacher will:

1. Safeguarding Culture

- Ensure all staff understand their safeguarding responsibilities through induction and ongoing training.
- Maintain and promote a Staff Code of Conduct consistent with *Guidance for Safer Working Practice*.

2. Information for Parents and Children

- Ensure parents/carers know the standards expected of staff and how to raise concerns.
- Ensure children know who they can talk to if they feel unsafe and understand the importance of reporting concerns.

3. Managing Allegations (Harm Threshold) The Headteacher will *always* contact the Local Authority Designated Officer (LADO) if it is alleged that an adult has:

- behaved in a way that has harmed, or may have harmed, a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child in a way that indicates they may pose a risk of harm; or
- behaved or may have behaved in a way that indicates they may **not be suitable** to work with children.

4. Low-Level Concerns (Below the Harm Threshold)

The Headteacher will also:

- Maintain a transparent process for reporting, recording and reviewing *low-level concerns* (e.g., poor professional boundaries, unprofessional conduct).
- Manage these in line with KCSIE 2025 Part Four, Section Two.

5. Suspension

- Use suspension only when:
 - a child is at risk of significant harm,
 - the allegation may warrant police investigation, or
 - the allegation is so serious it might be grounds for dismissal.
- Consider alternatives to suspension where possible.

6. Processes and Support

- Keep matters confidential wherever possible.
- Follow statutory guidance on record-keeping.
- Facilitate reintegration/support for staff following suspension or the conclusion of a case.

3.2 Staff

All staff will:

- Put the welfare of children first.
- Follow the Staff Code of Conduct.
- Avoid behaviour that could be misinterpreted.
- Seek advice when unsure how to respond in a situation.
- Report immediately any concern, allegation, or low-level concern about an adult's behaviour, including concerns about their own conduct.
- Engage in safeguarding training and supervision.

3.3 Governing Body

The Governing Body will:

- Ensure safeguarding is embedded in the school's values and leadership.
- Uphold the principle of innocence until proven guilty.
- Appoint a safeguarding lead governor; this governor liaises with the LADO if an allegation is made against the headteacher.
- Agree with the Headteacher the behaviours managed via complaints/disciplinary processes and those requiring LADO involvement.
- Ensure governors undertaking disciplinary roles or Safer Recruitment are appropriately trained.
- Receive an annual safeguarding report including allegations, low-level concerns trends, training, and policy compliance.

4. Definitions

4.1 Allegations meeting the harm threshold

Concerns suggesting a person may have:

- harmed a child;
- committed a criminal offence against or related to a child;
- behaved in a way that may pose a risk of harm;
- behaved in a way that indicates they may not be suitable to work with children.

4.2 Low-Level Concerns (below the harm threshold)

Behaviour inconsistent with the Staff Code of Conduct but not meeting the harm threshold—for example:

- Unprofessional language
- Inappropriate joking
- Over-familiarity
- Boundary concerns (e.g., private messaging)

Please see the school's Low Level Concerns Policy for further information.

5. Procedure for Responding to Allegations

5.1 Immediate Actions

- Concerns must be reported to the Headteacher (or Chair of Governors if the allegation concerns the Headteacher).
- No investigation should begin before consulting the LADO for all harm-threshold allegations.

5.2 LADO Involvement

The Headteacher will provide the LADO with:

- details of the allegation,
- relevant background,
- information about the child involved,
- whether the police or other agencies are already involved.

5.3 Strategy Discussions & Next Steps

Following LADO consultation, the case may proceed via:

- Police investigation
- Children's Social Care processes
- Employer-led investigation
- Disciplinary procedures
- No further action (with a record kept)

6. Procedure for Responding to Low-Level Concerns

All low-level concerns must be:

1. Reported to the Headteacher.
2. Recorded securely with factual detail, context, and rationale for the outcome.
3. Reviewed to identify any patterns.

The aim is **early intervention**, transparency, and promoting a safe professional culture.

7. Support for Staff Subject to Allegations

Bosvigo School will:

- Keep the staff member informed of next steps.
- Nominate a staff contact for welfare support.
- Provide access to mental health support services where available.
- Support reintegration after cases conclude.

8. Confidentiality and Record-Keeping

- Information will be shared on a need-to-know basis only.
- Records will be kept in line with DfE requirements.
- Low-level concerns and allegations will be stored separately from general staff files, with clear review dates.

9. Monitoring, Evaluation and Review

- The Governing Body will review a safeguarding report annually, including analysis of allegations and low-level concerns.
- A governor committee will retrospectively review suspensions to ensure decisions were justified and proportional.
- This policy will be reviewed every three years or sooner if statutory guidance changes.