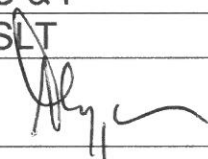




BEIS YAAKOV JEWISH HIGH SCHOOL ACADEMY

ALLEGATIONS AGAINST A MEMBER OF STAFF - PROCEDURE

Date of approval	June 2018
Date of next review	June 2020
Term of review	2 years
Committee Responsible	C & P
Prepared By	SLT
Signed and dated by Chair of Committee	

Changes Made	Date

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1. Introduction

- 1.1 This document outlines the steps to take where there is an allegation of physical or sexual abuse against a member of staff in relation to a pupil of the Academy. The process described in this document is intended for use with both teaching and support staff. In this procedure, the term “parents” means all those having parental responsibility for a child.
- 1.2 The Academy recognises that any allegation is serious and needs to be dealt with in a sensitive, efficient manner. It is also important that those with responsibilities described in this procedure act without delay. All parties involved are likely to be distressed. Any disruption to the normal running of the Academy should be minimised.
- 1.3 This procedure applies where it is alleged that a current member of staff has
 - Behaved in a way that has harmed a child, or may have harmed a child, or
 - Possibly committed a criminal offence against or related to a child, or
 - Behaved towards a child or children in a way that indicates he or she would pose a risk to harm to children.

2. Designated Child Protection Lead (CPL)

- 2.1 The Senior Leadership Team (SLT) shall designate a member of staff to act as the Child Protection Lead (CPL) for the Academy. The contact for this staff member is S.Bookman@byjhs.org.

3. Receiving an Allegation

- 3.1 All allegations of physical or sexual abuse made against a member of staff in relation to a student must be reported to the CPL.
- 3.2 The CPL must make a written record (timed and dated) of what has been reported. If possible, the allegation should be written by the student or the person to whom the allegation was first made.
- 3.3 Total confidentiality must not be promised to the student or adult making the allegation or disclosure. For example, the person against whom the allegation has been made will have a right to know the substance of the allegation if disciplinary or legal action is to be taken.
- 3.4 The CPL must not discuss the allegation with the accused person prior to reporting the matter to the SLT.
- 3.5 In the event of the allegation being made against a member of the SLT, the CPL is responsible for reporting the allegation to the Chair of Governors, who will undertake the role assigned to the SLT throughout this procedure.

4. SLT's initial consideration of an allegation

- 4.1 The SLT, in consultation with the CPL, should decide whether any enquiries are necessary in order to decide whether or not to refer the matter to Social Services or the Police. The SLT and the CPL should consider what information needs to be gathered and how it is to be obtained. Staff or students must not be interviewed. Third parties within the Academy may be asked, but not required, to write an account of their direct experience in relation to the allegation.
- 4.2 Where the SLT considers that a referral might be warranted under Child Protection

Procedures, she must refer the matter accordingly without delay. Any alleged physical injuries must be investigated by the appropriate external agencies.

- 4.3 The SLT may seek advice from appropriate agencies. These agencies include the Social Services, the Department for Education and Skills and the Police.
- 4.4 At this initial stage, the SLT, in consultation with any external agencies, should decide on the extent to which information can be shared with the member of staff who is the subject of the allegation.
- 4.5 If the SLT decides to refer an allegation to the Social Services and/or the Police, any internal Academy enquiries should be held in abeyance until the Social Services/Police have indicated that they have no further involvement.

5. If an external referral is decided

- 5.1 The SLT should contact the Duty Officer at the Social Services office or the Police, as appropriate, to report the allegation.
- 5.2 The SLT should discuss with the Duty Officer what may and may not be said to the student/parent, to the member of staff against whom the allegation has been made, and to the initial informants.
- 5.3 The SLT should inform the Chair of Governors that an allegation relating to a member of staff has been referred. The SLT should **not** describe the circumstances of the allegation to the Chair of Governors at this stage.
- 5.4 The SLT should prepare a standard response to queries by Academy parents and the media. The response should indicate that:
 - i The matter is governed by procedures which the SLT is obliged to follow.
 - ii The matter is in the hands of the appropriate agencies and no further comment can be made.
 - iii No names can be given for public use.
- 5.5 When inter-agency discussions take place, it is essential that the SLT or a substitute attends.
- 5.6 When the appropriate agencies have completed their procedures, the SLT may decide that an internal investigation should be carried out to establish whether or not the Academy's Disciplinary Procedure should be invoked. Any disciplinary investigation conducted by the Academy must follow the Academy's Disciplinary Procedure. Interviews with children should be kept to a minimum.

6. If an external referral is not made

- 6.1 An external referral would not normally be made when the SLT is satisfied that children are not at risk of significant harm or that a reportable criminal offence has not been committed.
- 6.2 An internal investigation should be carried out to establish the circumstances. If the

SLT decides that disciplinary action may be appropriate, the Academy's Disciplinary Procedure should be invoked. Any disciplinary investigation conducted by the Academy must follow the Academy's disciplinary procedure. Interviews with children should be kept to a minimum.

7. Suspension of Staff

- 7.1 Suspension should not automatically follow an allegation but it may be an appropriate step at any stage, depending on the information available. Suspension is not a disciplinary action.
- 7.2 The decision on suspension is for the SLT to take. Where external agencies are involved, any decision on suspension should be made after consultation with them. Factors such as the seriousness of the allegation, the perceived risk to children, the existence or otherwise of previous complaints and the possible conduct of the investigation may be relevant.
- 7.3 Staff who are suspended should be advised that the Office Manager is their point of contact in the Academy. Staff who are suspended should also be advised to contact their teacher association, trade union or other professional body.

8. Role of the Governing Board

- 8.1 Members of the Governing Board will not normally become involved in child protection inquiries involving members of staff, unless a Governor is subsequently requested to participate under the Academy's Disciplinary Procedure.

9. Record keeping

- 9.1 The CPL is required to manage the keeping of records in relation to the allegation. Where a person makes an oral statement, a written record should be produced and, as with other written statements, it should be signed and dated by the author.
- 9.2 The CPL should also ensure that a record is maintained of the process followed in handling the allegation. The SLT should verify the accuracy of that record.
- 9.3 These records must be stored securely.

10. Monitoring, Evaluation and Review

- 10.1 The Governing Board will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and published throughout the Academy.

11. Linked Policies and References

BYJHS Safeguarding and Child Protection Policy

BYJHS Staff Disciplinary Policy

Keeping Children Safe in Education, 2016, Department for Education