



Our Lady of Lourdes Catholic Primary School



Mission Statement

*Loving like Mary
Serving like Mary
Learning like Mary
Believing like Mary*

ALLEGATIONS OR CONCERNS ABOUT STAFF WORKING WITH CHILDREN

Section 13 of the Child Protection Policy

All staff members are made aware of the boundaries of appropriate behaviour and conduct. These matters form part of staff induction and are outlined in the Staff Code of Conduct/Staff Behaviour Policy.

It is essential that the high standards of concern and professional responsibility adopted with regard to alleged child abuse by parents are similarly displayed when allegations are made about members of staff.

The school works in accordance with statutory guidance and the [SET procedures \(2019\)](#) in respect of allegations against an adult working with children (in a paid or voluntary capacity). Section 7 of the current SET procedures provides detailed information regarding this.

The school has processes in place for reporting any concerns about a member of staff (or any adult working with children). Any concerns about the conduct of a member of staff will be referred to the Headteacher (or the Deputy Headteacher in their absence), as they have responsibility for managing employment issues. Where the allegation concerns an agency member of staff, the Headteacher (or Deputy) will liaise with the agency, while following due process. Where the concern involves the Headteacher, it should be reported direct to the Chair of Governors who will consult with the Local Authority Designated Officer (LADO).

The SET procedures require that, where an allegation against a member of staff has been received, the Headteacher, senior named person, or the Chair of Governors must inform the Local Authority Designated Officer (LADO) (see cover sheet of this document for contact details) within one working day. Where the allegation is against the Headteacher, the Chair of Governors will consult with the LADO. For people working with children in Southend, the

LADO is Allison Francis, who can be contacted on 01702 534539 (Child Protection Adviser, Sharon Langston 01702 534591) safeguardingforchildren@southend.gov.uk.

The LADO has overall responsibility for oversight of the procedures for dealing with allegations against staff members. Wherever possible, contact with the LADO should be made immediately, as she will then advise on how to proceed and whether the matter requires Police involvement. This will include advice on speaking to pupils and parents and HR. The school will manage these procedures alongside the school's disciplinary process, if appropriate, in liaison with the school's HR Advisor.

In accordance with [Keeping Children Safe in Education \(DfE, 2020\)](#) details of allegations that are found to have been malicious should be removed from personnel records. However, for all other allegations, the record should be retained at least until the accused has reached normal pension age, or for a period of 10 years from the date of the allegation if that is longer. However, cases in which an allegation was proven to be false, unsubstantiated or malicious should not be included in employer references.

Schools and colleges have an obligation to preserve records which contain information about allegations of sexual abuse for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry.