




## **Pennine Academies Yorkshire**

### Managing Allegations and Low Level Concerns Policy

## POLICY HISTORY

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## KEY AMENDMENTS TO THIS POLICY

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## 1. STATEMENT OF INTENT

At Pennine Academies Yorkshire, we are committed to safeguarding children and believe every child attending a Trust school should be able to learn in an enjoyable and safe environment; protected from all forms of abuse. This is the responsibility of **everyone** involved with the Trust and its schools. Pennine Academies Yorkshire recognises that a critical step to safeguarding is to ensure that all those who work with children behave appropriately and that any concerns about an adult's behaviour are identified early and are managed promptly and appropriately. We want to enable and encourage staff to share their concerns, no matter how small, about their own behaviour or that of another member of staff.

The purpose of the policy is to:

- create and embed a culture of openness, trust and transparency in which the clear values and expected behaviour which are set out in the Trust's Code of Conduct are constantly lived, monitored and reinforced by all staff;
- support the Trust's culture of safeguarding by enabling staff to feel confident to report any concern, no matter how small that concern is;
- ensure the welfare and interests of the child are kept paramount in all circumstances regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation and socio-economic background;
- ensure all allegations, suspicions of harm and/or abuse and related concerns, are taken seriously and responded to swiftly, fairly and appropriately;
- support everyone to work in partnership to promote the welfare, health,

safety and development of a child.

This policy seeks to:

- ensure that staff are clear about, and confident to distinguish between, expected and appropriate behaviour from concerning, problematic or inappropriate behaviour – in themselves and others, and the delineation of professional boundaries and reporting lines;
- empower staff to share any low-level concerns with the Headteacher;
- help staff address unprofessional behaviour and help the individual to correct such behaviour at an early stage;
- identify concerning, problematic or inappropriate behaviour – including any patterns – that may need to be consulted upon with (on a no-names basis if appropriate), or referred to, the LADO (Local Authority Designated Officer);
- provide for responsive, sensitive and proportionate handling of such concerns when they are raised; and
- help identify any weaknesses in the organisation's safeguarding system.

The Trust seeks to create an environment where staff are encouraged and feel confident to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below expected professional standards.

This policy applies to all staff working for Pennine Academies Yorkshire.

## 2. LEGAL FRAMEWORK

This policy has due regard to all relevant legislation including, but not limited to, the following:

- [Keeping Children Safe in Education, 1 September 2024](#)

This policy operates in conjunction with the following statutory and non-statutory guidance:

- [Working Together to Safeguard Children](#)
- [Guidance for safer working practice for those working with children and young people in education settings](#)

This policy operates in conjunction with the following school policies:

- Safeguarding & Child Protection Policy
- Code of Conduct
- ICT Acceptable Use Policy
- Disciplinary Policy & Procedure
- Whistleblowing Policy

### 3. ROLES & RESPONSIBILITIES

**The Trust Executive Team is responsible for:**

- Ensuring that the schools comply with their duties under child protection and safeguarding legislation.
- Ensuring that policies, procedures and training opportunities with regard to reporting safeguarding concerns are compliant and effective.
- Guaranteeing that there is an effective Code of Conduct that outlines behavioural expectations.
- Ensuring that a suitably trained DSL has been appointed in each school, alongside deputy DSLs where appropriate.
- Ensuring that there are robust reporting arrangements, including inter-agency collaboration.
- Ensuring that there are appropriate procedures in place to handle allegations and low-level concerns reported against members of staff.

**The Headteacher/DSL is responsible for:**

- Being a point of contact for all staff when they have safeguarding concerns, whether serious or low-level.
- Assessing whether safeguarding concerns about staff members meet the threshold for being termed an allegation, or whether they are low-level concerns.
- Implementing this policy, and all related policies, throughout the school, and ensuring that staff adhere to it at all times.
- Liaising with staff members, the central executive team and all relevant agencies to act upon concerns, where necessary.
- Keeping detailed, accurate records and store these in accordance with guidance on data retention.

- Safeguarding pupils' well-being and maintaining public trust in the teaching profession.
- Ensuring that all staff have undertaken safeguarding training.
- Ensuring that all staff have an ongoing awareness of low-level concerns and reporting procedures.

**All Staff are responsible for:**

- Adhering to all the relevant policies and procedures, including acting within the Code of Conduct at all times.
- Interacting with pupils in a way that is respectful and appropriate for their level of authority and has due regard to the power imbalance between pupils and staff members.
- Understanding the importance of reporting low-level safeguarding concerns.
- Reporting any and all safeguarding concerns they may have about pupils immediately.
- Reporting any and all safeguarding concerns they may have about the behaviour of a member of staff immediately.
- Please refer to Appendix A which sets out the steps to take when concerned about a colleague and to Appendix B which provides a link to the PAY Employee Privacy Notice.

Where there are concerns/allegations about the Headteacher, this should be referred to the Chief Executive Officer. Where there are concerns/allegations about the Chief Executive Officer, this should be referred to the Chair of Trustees.

Staff members who are concerned about how their behaviour may have been interpreted, or, on reflection, re-evaluate their behaviour as one that may have been contrary to the Trust's Code of Conduct, they should **self-refer** to their Headteacher.

## **4. ALLEGATIONS THAT MAY MEET THE HARMS THRESHOLD**

This section is based on 'Section 1: Allegations that may meet the harms threshold' in part 4 of Keeping Children Safe in Education.

This section applies to all cases in which it is alleged that a current member of staff, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place both inside and outside of school

If we're in any doubt as to whether a concern meets the harm threshold, we will consult our local authority designated officer (LADO).

We will deal with any allegation of abuse quickly, in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. This will be the Headteacher, or the Chief Executive Officer where the Headteacher is the subject of the allegation. The case manager will be identified at the earliest opportunity.

Our procedures for dealing with allegations will be applied with common sense and judgement.

If we receive an allegation of an incident happening while an individual or organisation was using the school premises to run activities for children, we will follow our safeguarding policies and procedures and inform our LADO.

### **SUSPENSION OF THE ACCUSED UNTIL THE CASE IS RESOLVED**

Suspension of the accused will not be the default position, and will only be considered in cases where there is reason to suspect that a child or other children is/are at risk of harm, or the case is so serious that there might be grounds for dismissal. In such cases, we will only suspend an individual if we have considered all other options available and there is no reasonable alternative.

Based on an assessment of risk, we will consider alternatives such as:

- Redeployment within the school so that the individual does not have direct contact with the child or children concerned;
- Providing an assistant to be present when the individual has contact with



children;

- Redeploying the individual to alternative work in the school so that they do not have unsupervised access to children;
- Moving the child or children to classes where they will not come into contact with the individual, making it clear that this is not a punishment and parents/carers have been consulted;
- Temporarily redeploying the individual to another role in a different location, for example to an alternative school or other work for the academy trust.

If in doubt, the case manager will seek views from the Trust's personnel adviser and the designated officer at the local authority (LADO), as well as the police and children's social care where they have been involved.

## DEFINITIONS FOR OUTCOMES OF ALLEGATION INVESTIGATIONS

- **Substantiated:** there is sufficient evidence to prove the allegation
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive, or to cause harm to the subject of the allegation
- **False:** there is sufficient evidence to disprove the allegation
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation (this does not imply guilt or innocence)
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made

## PROCEDURE FOR DEALING WITH ALLEGATIONS

In the event of an allegation that meets the criteria above, the case manager will take the following steps, recording their investigation on the document found in Appendix C:

- Conduct basic enquiries in line with local procedures to establish the facts to help determine whether there is any foundation to the allegation before carrying on with the steps below;
- Discuss the allegation with the designated officer at the local authority (LADO). This is to consider the nature, content and context of the allegation and agree a course of action, including whether further enquiries are necessary to enable a decision on how to proceed, and whether it is necessary to involve the police and/or children's social care services. (The

case manager may, on occasion, consider it necessary to involve the police *before* consulting the designated officer – for example, if the accused individual is deemed to be an immediate risk to children or there is evidence of a possible criminal offence. In such cases, the case manager will notify the designated officer as soon as practicably possible after contacting the police);

- Inform the accused individual of the concerns or allegations and likely course of action as soon as possible after speaking to the designated officer (and the police or children's social care services, where necessary). Where the police and/or children's social care services are involved, the case manager will only share such information with the individual as has been agreed with those agencies;
- Where appropriate (in the circumstances described above), carefully consider whether suspension of the individual from contact with children at the school is justified or whether alternative arrangements such as those outlined above can be put in place. Advice will be sought from the designated officer, police and/or children's social care services, as appropriate;
- Where the case manager is concerned about the welfare of other children in the community or the individual's family, they will discuss these concerns with the DSL and make a risk assessment of the situation. If necessary, the DSL may make a referral to children's social care;
- If immediate suspension is considered necessary, agree and record the rationale for this with the designated officer. The record will include information about the alternatives to suspension that have been considered, and why they were rejected. Written confirmation of the suspension will be provided to the individual facing the allegation or concern within 1 working day, and the individual will be given a named contact at the school and their contact details;
- If it is decided that no further action is to be taken in regard to the subject of the allegation or concern, record this decision and the justification for it and agree with the designated officer what information should be put in writing to the individual and by whom, as well as what action should follow both in respect of the individual and those who made the initial allegation;
- If it is decided that further action is needed, take steps as agreed with the designated officer to initiate the appropriate action in school and/or liaise with the police and/or children's social care services as appropriate;

- Provide effective support for the individual facing the allegation or concern, including appointing a named representative to keep them informed of the progress of the case and considering what other support is appropriate. The individual can also seek advice from a Trade Union representative. The Trust also provides various Occupational Health support such as counselling referrals.
- Inform the parents or carers of the child/children involved about the allegation as soon as possible if they do not already know (following agreement with children's social care services and/or the police, if applicable). The case manager will also inform the parents or carers of the requirement to maintain confidentiality about any allegations made against teachers (where this applies) while investigations are ongoing. Any parent or carer who wishes to have the confidentiality restrictions removed in respect of a teacher will be advised to seek legal advice;
- Keep the parents or carers of the child/children involved informed of the progress of the case (only in relation to their child – no information will be shared regarding the staff member);
- Make a referral to the DBS where it is thought that the individual facing the allegation or concern has engaged in conduct that harmed or is likely to harm a child, or if the individual otherwise poses a risk of harm to a child;
- We will inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere), and any action taken in respect of the allegations. This notification will be made as soon as reasonably possible and always within 14 days of the allegations being made.

If the school is made aware that the secretary of state has made an interim prohibition order in respect of an individual, we will immediately suspend that individual from teaching, pending the findings of the investigation by the Teaching Regulation Agency.

Where the police are involved, wherever possible the school will ask the police at the start of the investigation to obtain consent from the individuals involved to share their statements and evidence for use in the trust's disciplinary process, should this be required at a later point.

**Additional considerations for supply teachers and all contracted staff**

If there are concerns or an allegation is made against someone not directly employed by the school, such as a supply teacher or contracted staff member provided by an agency, we will take the actions below in addition to our standard procedures.

- We will not decide to stop using an individual due to safeguarding concerns without finding out the facts and liaising with our LADO to determine a suitable outcome;
- The central executive team will discuss with the agency whether it is appropriate to suspend the individual, or redeploy them to another part of the school, while the school carries out the investigation;
- We will involve the agency fully, but the school will take the lead in collecting the necessary information and providing it to the LADO as required;
- We will address issues such as information sharing, to ensure any previous concerns or allegations known to the agency are taken into account (we will do this, for example, as part of the allegations management meeting or by liaising directly with the agency where necessary).

When using an agency, we will inform them of our process for managing allegations, and keep them updated about our policies as necessary, and will invite the agency's HR manager or equivalent to meetings as appropriate.

**TIMESCALES**

We will deal with all allegations as quickly and effectively as possible and will endeavour to comply with the following timescales, where reasonably practicable:

- Any cases where it is clear immediately that the allegation is unsubstantiated or malicious should be resolved within 1 week;
- If the nature of an allegation does not require formal disciplinary action, appropriate action should be taken within 3 working days;
- If a disciplinary hearing is required and can be held without further investigation, this should be held within 15 working days.

However, these are objectives only and where they are not met, we will endeavour to take the required action as soon as possible thereafter.

## **SPECIFIC ACTIONS**

### **Action following a criminal investigation or prosecution**

The case manager will discuss with the local authority's designated officer (LADO) whether any further action, including disciplinary action, is appropriate and, if so, how to proceed, taking into account information provided by the police and/or children's social care services.

### **Conclusion of a case where the allegation is substantiated**

If the allegation is substantiated and the individual is dismissed or the school ceases to use their services, or the individual resigns or otherwise ceases to provide their services, the school will make a referral to the DBS for consideration of whether inclusion on the barred lists is required.

If the individual concerned is a member of teaching staff, the school will consider whether to refer the matter to the Teaching Regulation Agency to consider prohibiting the individual from teaching.

### **Individuals returning to work after suspension**

If it is decided on the conclusion of a case that an individual who has been suspended can return to work, the case manager will consider how best to facilitate this.

The case manager will also consider how best to manage the individual's contact with the child or children who made the allegation, if they are still attending the school.

### **Unsubstantiated, unfounded, false or malicious reports**

If a report is:

- Determined to be unsubstantiated, unfounded, false or malicious, the DSL will consider the appropriate next steps. If they consider that the child and/or person who made the allegation is in need of help, or the allegation may have been a cry for help, a referral to children's social care may be appropriate;
- Shown to be deliberately invented, or malicious, the school will consider

whether any disciplinary action is appropriate against the individual(s) who made it.

### **Unsubstantiated, unfounded, false or malicious allegations**

If an allegation is:

- Determined to be unsubstantiated, unfounded, false or malicious, the LADO and case manager will consider the appropriate next steps. If they consider that the child and/or person who made the allegation is in need of help, or the allegation may have been a cry for help, a referral to children's social care may be appropriate;
- Shown to be deliberately invented, or malicious, the school will consider whether any disciplinary action is appropriate against the individual(s) who made it.

### **CONFIDENTIALITY AND INFORMATION SHARING**

The school will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

The case manager will take advice from the LADO, police and children's social care services, as appropriate, to agree:

- Who needs to know about the allegation and what information can be shared;
- How to manage speculation, leaks and gossip, including how to make parents or carers of a child/children involved aware of their obligations with respect to confidentiality;
- What, if any, information can be reasonably given to the wider community to reduce speculation;
- How to manage press interest if, and when, it arises.

### **RECORD-KEEPING**

The case manager will maintain clear records about any case where the allegation or concern meets the criteria above and store them on the individual's confidential personnel file for the duration of the case.

The records of any allegation that, following an investigation, is found to be

malicious or false will be deleted from the individual's personnel file (unless the individual consents for the records to be retained on the file).

For all other allegations (which are not found to be malicious or false), the following information will be kept on the file of the individual concerned:

- A clear and comprehensive summary of the allegation;
- Details of how the allegation was followed up and resolved;
- Notes of any action taken, decisions reached and the outcome;
- A declaration on whether the information will be referred to in any future reference.

In these cases, the school will provide a copy to the individual, in agreement with children's social care or the police as appropriate.

We will retain all records at least until the accused individual has reached normal pension age, or for 10 years from the date of the allegation if that is longer.

## REFERENCES

When providing employer references, we will:

- Not refer to any allegation that has been found to be false, unfounded, unsubstantiated or malicious, or any repeated allegations which have all been found to be false, unfounded, unsubstantiated or malicious;
- Include substantiated allegations, provided that the information is factual and does not include opinions.

## LEARNING LESSONS

After any cases where the allegations are *substantiated*, the case manager will review the circumstances of the case with the local authority's designated officer (LADO) to determine whether there are any improvements that we can make to the school's procedures or practice to help prevent similar events in the future.

This will include consideration of (as applicable):

- Issues arising from the decision to suspend the member of staff;
- The duration of the suspension;
- Whether or not the suspension was justified;

- The use of suspension when the individual is subsequently reinstated. We will consider how future investigations of a similar nature could be carried out without suspending the individual.

For all other cases, the case manager will consider the facts and determine whether any improvements can be made.

## **NON-RECENT ALLEGATIONS**

Abuse can be reported, no matter how long ago it happened.

We will report any non-recent allegations made by a child to the LADO in line with our local authority's procedures for dealing with non-recent allegations.

Where an adult makes an allegation to the school that they were abused as a child, we will advise the individual to report the allegation to the police.

## **5. CONCERNS THAT DO NOT MEET THE HARM THRESHOLD**

The section is based on 'Section 2: Concerns that do not meet the harm threshold' in part 4 of Keeping Children Safe in Education.

This section applies to all concerns (including allegations) about members of staff, including supply teachers, volunteers and contractors, which do not meet the harm threshold set out in section 1 above.

Concerns may arise through, for example:

- Suspicion;
- Complaint;
- Safeguarding concern or allegation from another member of staff;
- Disclosure made by a child, parent or other adult within or outside the school;
- Pre-employment vetting checks.

We recognise the importance of responding to and dealing with any concerns in a timely manner to safeguard the welfare of children.

## **DEFINITION OF LOW-LEVEL CONCERNS**

The term 'low-level' concern is any concern – no matter how small – that an adult



working in or on behalf of the school may have acted in a way that:

- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and
- Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the designated officer at the local authority.

Examples of such behaviour could include, but are not limited to:

- Being overly friendly with children;
- Having favourites;
- Taking photographs of children on their mobile phone;
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door;
- Using inappropriate language, whether in the presence of a child or not;
- Humiliating pupils.

## **SHARING LOW-LEVEL CONCERNS**

We recognise the importance of creating a culture of openness, trust and transparency to encourage all staff to confidentially share low-level concerns so that they can be addressed appropriately.

We will create this culture by:

- Ensuring staff are clear about what appropriate behaviour is, and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others;
- Empowering staff to share any low-level concerns they may have about colleagues or other professionals working in their school;
- Empowering staff to self-refer;
- Addressing unprofessional behaviour and supporting the individual to correct it at an early stage;
- Providing a responsive, sensitive and proportionate handling of such concerns when they are raised;
- Helping to identify any weakness in the school's safeguarding system.

## **RESPONDING TO LOW-LEVEL CONCERNS**

If the concern is raised via a third party, the headteacher will collect evidence where necessary by speaking:

- Directly to the person who raised the concern, unless it has been raised anonymously;
- To the individual involved and any witnesses.

The headteacher will use the information collected to categorise the type of behaviour and determine any further action, in line with the Trust's Code of Conduct. The headteacher will be the ultimate decision-maker in respect of all low-level concerns, though they may wish to collaborate with the DSL.

### **RECORD KEEPING - LOW LEVEL CONCERNS**

All low-level concerns will be recorded in writing. In addition to details of the concern raised, records will include the context in which the concern arose, any action taken and the rationale for decisions and action taken.

Records will be:

- Kept confidential, held securely and comply with the DPA 2018 and UK GDPR;
- Reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, we will decide on a course of action, either through our disciplinary procedures or, where a pattern of behaviour moves from a concern to meeting the harms threshold, we will refer it to the designated officer at the local authority (LADO);
- Retained at least until the individual leaves employment at the school.

Where a low-level concern relates to a supply teacher or contractor, we will notify the individual's employer, so any potential patterns of inappropriate behaviour can be identified.

### **REFERENCES - LOW-LEVEL CONCERNS**

We will not include low-level concerns in references unless:

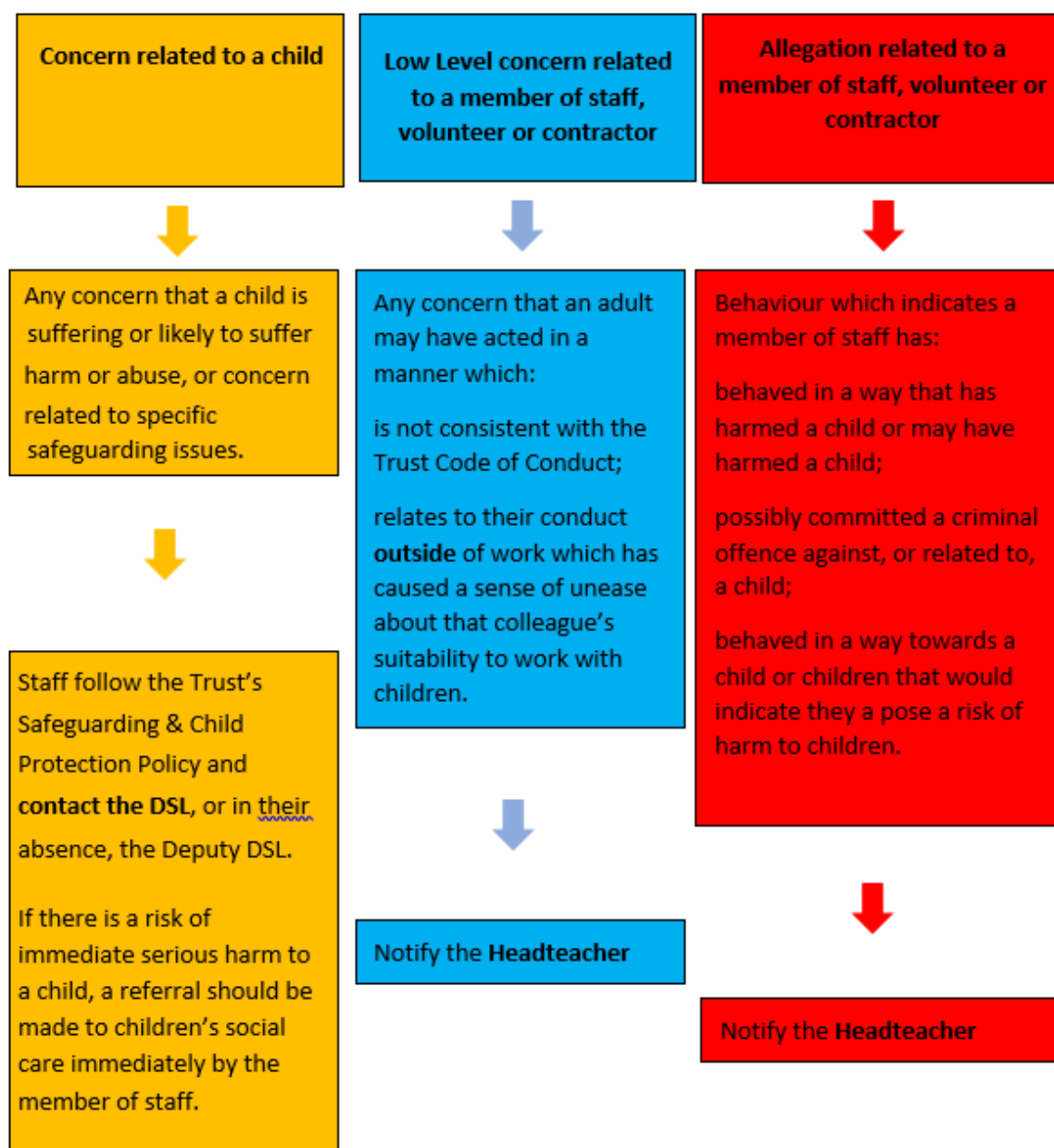
- The concern (or group of concerns) has met the threshold for referral to the designated officer at the local authority (LADO) and is found to be substantiated; and/or

- The concern (or group of concerns) relates to issues which would ordinarily be included in a reference, such as misconduct or poor performance.

## APPENDICES

## Appendix A - Flow Chart for Reporting Concerns

Flow Chart for Reporting Concerns



## Appendix B - Privacy Notice

Click here to access the [PAY Employee Privacy Notice](#)

## Appendix C - Recording investigations of safeguarding allegations against staff



### Recording investigations of safeguarding allegations against staff

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#### How to use this template

- This report should be filled in by the case manager (usually the Headteacher) and signed off by the local authority designated officer (LADO).
- Refer frequently to the Trust's Safeguarding & Child Protection Policy and the statutory guidance [Keeping Children Safe in Education](#) (see part 4 especially) as you fill in this report. This is to make sure you carry out your investigation in line with safeguarding requirements.
- Keep this document confidential and only share it with necessary parties, as advised by your LADO. The school **must** make every effort to maintain the confidentiality of those involved and to guard against unwanted publicity while an allegation is being investigated or considered.
- Once the investigation has concluded, keep this report as a comprehensive record of the allegation and investigation in line with the Trust's Data Retention Policy.
- If you decide with the LADO that a full investigation into an allegation is not necessary, you can still fill in the first section of this template (investigation log) to keep a record of this decision.
- Please note that this template is not a step-by-step guide on conducting an investigation

**Instructions for filling in the template**

- Fill in as much detail as possible and update this document every time an action is taken or a decision is made. Having a full record of the investigation will help you make sure that you acted according to your policies and requirements, if later questioned.
- Instructions and prompts have been added in yellow highlight to help you fill in the report – delete these as you go along.

	NAME	JOB TITLE / POSITION
Case manager		e.g. headteacher, chair of governors
Local authority designated officer (LADO)		
Subject of allegation		
Children or young people involved		
Allegation made by (if different from above)		e.g. parent, classmate, class teacher
External agency point of contact	Include contact information	Add more rows below if needed

DATE OF INVESTIGATION START:

### **Investigation log**

Record **all** actions taken and when they happened. This will help you make sure that you acted according to your school policies and in a timely manner, if later questioned.



DATE	ACTION AND DETAILS
	<p><b>Actions might include:</b></p> <ul style="list-style-type: none"> <li>• Details of conversations with your LADO or safeguarding partners where you: <ul style="list-style-type: none"> <li>◦ Discussed and decided whether an investigation is necessary</li> <li>◦ Sought advice about the investigation</li> </ul> </li> <li>• The appointment of an external investigator, if required</li> <li>• Interviews</li> <li>• Disciplinary action taken</li> <li>• Any communication with the subject of the allegation</li> <li>• Review meetings (conducted fortnightly or monthly depending on the complexity and length of the investigation)</li> <li>• Events outside your control that delay the progress of the investigation, such as waiting for action from the police or local safeguarding partners</li> </ul> <p><b>Make sure you write down:</b></p> <ul style="list-style-type: none"> <li>• Who was present at all meetings</li> <li>• Your reasoning for actions and decisions</li> <li>• Any decisions <b>not</b> to take a specific action, and why</li> </ul>
	<p><b>Insert more rows if needed</b></p>

## **Disclosure**

- Record the details of the initial conversation when an allegation was disclosed (it may not be practical to take notes at the time, but make a record as soon as possible to ensure accuracy).
- Try to record the exact wording of the disclosure statement, rather than summarising it.
- If you have used CPOMS to record the disclosure, copy the text into this report so you have a complete record of the investigation in one place.

DISCLOSURE BY	
DISCLOSURE TO	
DATE AND TIME OF DISCLOSURE	
DATE AND TIME OF RECORD MADE (IF DIFFERENT TO ABOVE)	
DETAILS OF DISCLOSURE	<p>Include as much detail as possible about:</p> <ul style="list-style-type: none"> <li>• When and where the alleged incident occurred, and what happened</li> <li>• When and where the disclosure happened</li> <li>• Any possible evidence</li> <li>• Any immediate safeguarding or child welfare concerns</li> <li>• When and how the disclosure was reported to the Headteacher/case manager</li> </ul> <p>Include the appendix number of any relevant documents, such as an email informing the case manager of the allegation.</p>

### Safeguarding actions

Record any safeguarding actions or concerns – copy these over from your investigation log above so that you have all your safeguarding actions in one place.

DATE	ACTION AND DETAILS
	e.g. any collaboration with local safeguarding partners, and your rationale for making safeguarding decisions
	Insert more actions, as appropriate

### Investigation evidence

Fill in details of evidence collected in the course of the investigation – if necessary, copy over any relevant information from your investigation log so you have all your investigation evidence in one place.

Evidence collected	e.g. evidence from: <ul style="list-style-type: none"> <li>• Witnesses</li> <li>• Local safeguarding partners i.e. Local Authority, Police or Integrated Care Board</li> </ul>
Evidence not collected	Record any evidence that you were unable to attain, including any potential witness statements you could not take.

DATE/TIME	WITNESS NAME	PERSONS PRESENT	DETAILS OF INTERVIEW / WITNESS STATEMENT
		<p>For example:</p> <ul style="list-style-type: none"> <li>• Interviewer</li> <li>• Any note-takers</li> <li>• Anyone present to provide support</li> </ul>	<p>Record details of witness interviews carried out, including:</p> <ul style="list-style-type: none"> <li>• Their account of events</li> <li>• The method the interview was recorded, i.e. was an audio recording taken or was someone taking notes?</li> <li>• Any anonymous witness statements</li> </ul> <p>The subject of the allegation should also be able to make a statement and give evidence – include that here as well.</p>

SUMMARY OF EVIDENCE	
Facts established	
Facts not established	
Any other relevant information	

**Investigation outcome**

If you are investigating multiple allegations, copy out the table below and fill it in for each allegation. You should come to a judgement on each point **separately**.

STEPS TAKEN	EVIDENCE/DETAILS
Allegation outcome	<p>Delete as appropriate:</p> <p><b>Substantiated</b> – there is sufficient evidence to prove the allegation</p> <p><b>Malicious</b> – there is sufficient evidence to prove the allegation and there has been a deliberate act to deceive or cause harm to the subject of the allegation</p> <p><b>False</b> – there is sufficient evidence to disprove the allegation</p> <p><b>Unsubstantiated</b> – there is insufficient evidence to either prove or disprove the allegation. This term implies neither guilt nor innocence</p> <p><b>Unfounded</b> – there is no evidence or proper basis which supports the allegation being made</p> <p>Include rationale and justification for this decision. It should be based on the evidence from the investigation.</p>

STEPS TAKEN	EVIDENCE/DETAILS
Action taken	<p>Record any disciplinary action taken as a result of the investigation outcome.</p> <p>Detail who was present and what was said at any meetings, including central executive or Trustee meetings.</p>
Referrals and disclosures	Record any referrals to the Disclosure and Barring Service (DBS) and/or the Teaching Regulation Agency (TRA), informing them of the allegation and outcome.
Statement of records	What records will be kept about the investigation, and in what format?
Review	<p>Details of a reflection on the investigation from the case manager and LADO, and any lessons learned to determine if your procedures can be improved in the future. This could include:</p> <ul style="list-style-type: none"> <li>• Changes to school policy to prevent similar incidents happening in the future</li> <li>• Changes to the investigation process</li> </ul>

CASE MANAGER	
[Signature]	[Date]

LOCAL AUTHORITY DESIGNATED OFFICER

[Signature]

[Date]

CHIEF EXECUTIVE OFFICER

[Signature]

[Date]

**Appendices**

Attach the listed documents to the end of the report.

APPENDIX NUMBER	PAGE NUMBER	NAME OF DOCUMENT
1		e.g. School safeguarding policy
2		e.g. Copy of email to the headteacher containing a disclosure statement
3		Add documents as appropriate