

# Managing Safeguarding Allegations/Concerns Against Staff, including Supply Staff, Volunteers and Contractors Who Work with Children and Young People

Other allegations will be covered in other appropriate policies, please seek advice from your HR Provider.

This policy must be read in conjunction with Keeping Children Safe in Education - *Safeguarding concerns or allegations made about staff, including supply teachers, volunteers and contractors*

## ***Local Conditions of Service for School Based Employees***

ConnectEd Partnership highly recommend the use of this policy. The policy is considered best HR practice, it has been developed in accordance with current employment law and has been negotiated with all recognised professional associations and HR providers across the City of Wolverhampton.

Reviewed March 2025

Adopted by: Bilston CE Prima

On: 15.5.2025

Signed (Chair of Governors): Mark Bircher

A handwritten signature in blue ink, appearing to read 'Mark Bircher'.

Managing Safeguarding Allegations – March 2025

Minute number:

## **Key amendments made to this document February 2025**

Appendices were copied from KCSiE so have been removed but signposted instead.

Appendix one – examples added

What are the alternative work options? (e.g. location, hours, supervision)

## **Managing Safeguarding Allegations Policy**

### **INDEX**

<b>Section</b>	<b>Page Number</b>
1 Statement Purpose	5
2 Reporting information/an allegation	6
3 How an allegation will be managed	7
<u>Appendix 1 - Risk Assessment</u>	9

**[Bilston CE Primary School ] Statement:**

Managing Safeguarding Allegations – March 2025

**Managing Allegations/Concerns against Staff, including Supply Staff, Volunteers  
and Contractors  
who work with Children and Young People**

**Safeguarding Children and Young People is the responsibility of  
everyone.**

This [School] is committed to safeguarding and expects all staff and volunteers to share this commitment. The [School] will provide appropriate guidance and training for staff and volunteers.

The information below, read in conjunction with KCSiE, provides for the effective protection of children, and for allegations to be managed fairly, consistently and without delay.

### **1.0 Statement purpose**

This statement sets out the action to be taken in the event that information comes to light, which indicates that a member of staff, volunteer or contractor 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; or**
- **Behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.**
- **Behaved or may have behaved in a way that indicates they may not be suitable to work with children.**

**This applies to any person the member of staff or volunteer has contact with in their personal, professional or community life.**

All staff, including supply staff and volunteers must be aware of and act in accordance with the requirements of this statement, and with the content of [Keeping children safe in education 2024](#) (KCSiE), which is regularly communicated and is readily available from the [School] office.

All staff working in schools are expected to understand their safeguarding responsibilities and read at least part one of KCSiE. This guidance recognises that potential for exploitation (criminal, sexual or otherwise) and child mental health issues are areas of vulnerability and extra-familial harms.

### **2.0 Reporting information/an allegation:**

Managing Safeguarding Allegations – March 2025

If you have a concern, or you have received information, which indicates that a member of staff, including supply staff, or a volunteer may have behaved in the manner described above, has possibly committed a criminal offence against or related to a child, or has been involved in an incident outside of school which did not involve children but could impact on their suitability to work with children:

**You must:**

- ✓ Report the information immediately and without delay to [Mr Gary Gentle] who is the [School's] Designated Safeguarding Lead (DSL). In the absence of the DSL, report to the [Pastoral Manager], or where the [Deputy Head] is the subject of the allegation/s, to the Chair of the Governing Body.
- ✓ Report the facts.
- ✓ Make an accurate written record of your concerns, what you have witnessed or have been told. Give a copy of the record to the person to whom you have reported your concerns.
- ✓ Maintain strict confidentiality.

**You must not:**

- ✗ Keep information to yourself or promise confidentiality where information is disclosed to you or you witness anything of concern.
- ✗ Make assumptions or judgements about what you have witnessed or been told; any concerns must be reported, it is the responsibility of people in clearly defined roles to consider the information.
- ✗ Attempt to deal with or investigate the concerns yourself.
- ✗ Take any action which may undermine an investigation such as discussing disclosures or information with alleged victims, witnesses or parents, asking people to provide statements or alerting the person in respect of whom concerns have come to light.

### **3.0 How an allegation will be managed**

Part four of the Keeping Children Safe in Education (KCSiE) document entitled 'Allegations made against/Concerns raised in relation to teachers, other staff, volunteers and contractors sets out the statutory framework for managing allegations. It is the responsibility of the Senior Leadership Team and the [School] Designated Safeguarding Lead to be fully familiar with and act in accordance with this document.

The [Headteacher] will normally undertake the role of 'Case Manager' and will immediately discuss the information/allegations that have been reported with the Designated Officer.

Where there is an immediate risk to a child or children, or evidence of a criminal offence, a decision may be taken to contact the Police directly in the first instance.

**The Designated Officer for Wolverhampton City Council is:**

**Kenny Edgar**      Tel: **01902 550661**

Email:                [lado.secure@wolverhampton.gov.uk](mailto:lado.secure@wolverhampton.gov.uk)  
                              [lado@wolverhampton.gov.uk](mailto:lado@wolverhampton.gov.uk)

Where a referral form for a person in a Position of Trust (POT) meeting (also known as a Strategy Discussion) is requested by the Designated Officer, this must be completed. In the absence of the Designated Officer the Head of Safeguarding or the Safeguarding Manager (Children) will advise the Case Manager.

Staff, including supply staff, volunteers or contractors who may be the subject of an allegation will receive appropriate support.

Should circumstances arise whereby staff, including supply staff, volunteers or contractors have concerns in relation to poor or unsafe practice, or potential failures within the [School's] safeguarding regime, which are such that immediate referral to the Police or Designated Officer is not required to safeguard a child/ren or young people, the [School's] Whistleblowing Procedure provides channels for them to raise their concerns. Staff and volunteers have a duty to raise any such concerns and are encouraged to do so.

The employer is committed to equality and fairness for all employees and will not discriminate because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

## Appendix 1

**Risk Assessment Criteria for someone with previous convictions to work with vulnerable adults and/or children.**

*This form is to be used for all DBS Risk Assessments including at recruitment stage.*

**Part A – to be completed at initial meeting with employee or potential employee. Date of Meeting:** \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Intended Start Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Place of work: \_\_\_\_\_

**Name of Line Manager / Headteacher:** \_\_\_\_\_

**Name of HR Officer:** \_\_\_\_\_

Q1. Did you declare this/these convictions at interview? **Yes / No**

If no, ask reason:

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Conviction Details

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Nature of Offence	Date occurred	Age when occurred	Tariff	Frequency	Time between offences	Circumstances of offence Employees Response

**Part B – to be completed by the Headteacher/School Leader undertaking the risk assessment:**

1. What is the nature of the post? \_\_\_\_\_

2. \*Is the offence(s) directly relevant to the work undertaken? If more than 1 different offence, list and assess individually.

**Yes / No / Possibly**

3 At which site(s) is the employee likely to work ?  
(Please list all possible sites)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_:

4. Are vulnerable adults/children likely to be at the site whilst the employee is working there? **\*Yes / No**

5. Will the employee be supervised at these sites? **\*Yes / No**

\*If yes, please give details of the level of supervision.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What relationships has the employee established at these sites? (Only applicable to a current employee).

\_\_\_\_\_

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7. What opportunities may exist for the employee to re-offend?

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8. Is there a pattern of offending behaviours?

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9. What are the alternative work options? (e.g. location, hours, supervision)

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**Part C: - to be completed by the Headteacher/School Leader taking into account information on Parts A and B.**

**Assessment of Risk:**                      **High / Medium / Low**  
(circle as appropriate)

Basis of Assessment	Recommended Safeguards

**Part D: Only to be completed if a further meeting takes place** - This is the opportunity to discuss the content of the Risk Assessment.

Any further issues identified

**Part E: Headteacher/School Leader Recommendations:**

Recommendations

Headteacher's/School Leader's Signature: \_\_\_\_\_

Date:

\_\_\_\_\_

Chair of Governors Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **PART F: Actions**

Date Form Returned: \_\_\_\_\_

New Starter

Outcome of Risk Assessment: Continue with Offer of Employment: ☐

Withdraw Offer of Employment: ☐

Current Employer

Outcome of Risk Assessment: Dismissal: ☐

Restrictions Required: ☐