

Managing an Allegation against a Member of Staff

An Allegation has been made against a professional

You need to inform the Head who is the named Senior Manager

Is the allegation against the Head?

Yes

You should contact **Samantha Jones**, CEO or in her absence the MAT Deputy Senior Manager, **Samantha Hassett**, MAT Safeguarding Lead, who will inform the Chair of the Board.

If the allegation has been made against the CEO, contact Samantha Hassett who will inform the Chair of the Board, **Pat McGovern**

The CEO/Deputy Senior Manager / Chair of Directors will:

- Record what they have been told.
- They should include Name/DOB and address of both the adult(s) against whom the allegation is made and the child.
- Record details of any known or possible witnesses
- Check time/date of incident
- Record details of any other concerns about the adult and/or child together with actions taken and outcomes
- Not investigate any further.

The CEO/Deputy Senior Manager / Chair of Directors will contact the Local Authority Designated Officer (LADO) for further advice on (01872) 326536

Who will advise:

- If the case is to proceed
- When/how to tell the parents
- Other agencies if appropriate

No

The named Senior Manager will:

- Record what they have been told.
- They should include Name/DOB and address of both the adult(s) against whom the allegation is made and the child.
- Record details of any known or possible witnesses
- Check time/date of incident
- Record details of any other concerns about the adult and/or child together with actions taken and outcomes.
- Not investigate any further

The named Senior Manager should contact the Local Authority Designated Officer (LADO) for further advice on:

(01872) 326536

Who will advise:

- If the case to proceed
- When to tell the parents
- Other agencies if appropriate

The member of staff will be kept informed of the investigation should it proceed and support provided

Contacts:

Samantha Jones:
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