



MANAGING ALLEGATIONS AGAINST STAFF AND VOLUNTEERS POLICY (Awaiting CAST Update)

Introduction

"The governing body of a maintained school shall make arrangements for ensuring that their functions relating to the conduct of the school are exercised with a view to safeguarding and promoting the welfare of children who are pupils at the school." Section 175 (2) Education Act 2002

The Governing Body of Notre Dame School recognises its collective responsibility to safeguard and protect the welfare of children and young people in accordance with its statutory responsibility under Section 175 of the Education Act 2002 and where appropriate under the Children Acts.

Responsibility of the School

The school will manage all allegations against staff and/or volunteers in accordance with the agreed South West Child Protection Procedures (www.swcpp.org.uk) and has a nominated 'Designated Person' who will liaise with the Local Authority's Designated Officer for Child Protection on all matters of concern which meet any of the following criteria:-

It appears that the person has:

- Behaved in a way that has harmed a child, or may have harmed a child, or,
- Possibility committed a criminal offence against or related to a child, or,
- Behaved in an inappropriate way towards a child which may indicate that he or she is unsuitable to work with children.

In addition, these procedures will be used:-

- If there are concerns about the person's behaviour towards their own children, or
- Children unrelated to their employment or voluntary work, and there has been a recommendation from a strategy discussion that consideration should be given to the risk posed to children they work with, or,
- When an allegation is made about abuse that took place some time ago and the accused person may still be working or having contact with children.

The school will not attempt to manage allegations or concerns which meet any of the above criteria, through other mechanisms such as the School Complaints Procedure or Disciplinary Procedures, unless written agreement to do so has been confirmed by the Local Authority Designated Officer for Child Protection.

Notre Dame School will provide the Local Authority Designated Officer for Child Protection, the Police and Children's Social Care with any personal data/information about staff members, governors, children or parents which the said organisation(s) deem relevant to child protection enquires.

The school will attend all strategy meetings organised to discuss allegations made against staff and/or volunteers and will provide the meeting with any necessary reports as required.

Collective Responsibility of the Governing Body

The Governing Body will appoint a nominated governor with responsibility for Child Protection who will monitor and review arrangements within the school for the delivery of Child Protection and in particular make sure arrangements are in place for managing allegations against staff and volunteers.

MANAGING ALLEGATIONS OF ABUSE AGAINST STAFF AND VOLUNTEERS POLICY

The nominated governor with responsibility for child protection will have a number of specific duties (full details available from Governors Support – Effective School Governance Ltd) and in particular will ensure that:-

- There is an annual agenda item at the full governor’s meeting to discuss child protection procedures, training and the number of incidents (without any reference to names/details).
- They act as a point of contact for the local authority, if the Head Teacher is the subject of a child protection complaint or investigation.

The governing body will ensure that all members of staff and volunteers receive a copy of the DCSF guidance document entitled “Safer Working Practices for Adults who Work with Children and Young People” and the date it is issued is recorded on staff personal files or volunteer records.

The Governing Body will ensure that the school operates an incident recording system whereby staff and/or volunteers record unusual incidents, issues or actions involving adults and children/young people which they feel may possibly be misconstrued at a later date. The school will ensure that any such issues, incidents or actions which are of immediate concern in accordance with child protection or other school procedures, will be actioned in accordance with agreed arrangements and protocols.

By order of the Governing Body of Notre Dame School

Policy first adopted by Governors Personnel Committee:

Review Term: 3 Yearly

Review Date: 29th May 2012 Signed Chair of Personnel

Review Date: 3rd June 2015 Signed Chair of Personnel

Review Date: 7th February 2018 Signed Chair of Resources.....

Next Review: February 2021.....