Oxford Diocesan Schools Trust
St Mary's Convent
Denchworth Road, Wantage
Oxford, OX12 9AU
odst.governance@oxford.anglican.org
www.odst.org.uk

Statutory:	Policy provided centrally for adoption by schools with minimal amendment to the core text. Changes are allowed to the text where indicated

Managing Allegations Against Staff, Volunteers & Organisations Using the School Premises

Approved by:	**ODST Board of Trustees**
Date:	**July 2026**
Next review date:	**31 July 2027**

Adopted by school:	**St John's CE Primary School**
Date:	**September 2026**

Contents

Introduction 3
Definitions 3
Consistency of Treatment and Fairness 3
Delegation 3
Monitoring and Evaluation 3
The Legal Framework 3
Review Process 4
Introduction 4
Thresholds for allegations 4
The difference between an allegation and a low-level concern 5
Roles and Responsibilities 6
- Roles and responsibilities for all organisations 6
- Whistleblowing 6
- The role of the Local Authority Designated Officer 6
- Supply teachers, contracted staff, organisations or individuals using school premises 6
- Roles and responsibilities for the Police 7
- Police bail 7
- Responding to an allegation or concern – the role of the employer 7
- Initial action by person receiving or identifying an allegation or concern 7
- Initial action by the Head Teacher/employer 8
- Notifying the LADO within one working day of an allegation 8
- Suspension – when it should be considered 8

The Role of the LADO 8
- Initial consideration of an allegation by the LADO 8
- Position of Trust Meeting (POT) 8
- Timescales for completing investigations of allegations 9
- Monitoring progress 9
- Records of LADO Allegations Management 9
- Outcomes Following an Investigation 9
- Outcome Letter 9
- References 9
- Record keeping in relation to the outcome of an investigation 10
- Substantiated Outcomes 10
- Notifying Ofsted 10
- Disciplinary or Suitability Process and Investigation 10
- Resignations and 'settlement agreements' 11
- Returning to work 11

General responsibilities when investigating an outcome 11
- Support to the child and family involved 11
- Responsibilities to employees/volunteers alleged to have caused harm 11
- Confidentiality 12
- Non-Recent Allegations (historic) 12
- Low Level Concerns 12
- Definition of low-level concerns 12
- Sharing low-level concerns 13
- Responding to low-level concerns 13
- Record keeping 13
- Managing Allegations Flowchart 14

Contact Details 15
- Key ODST Contacts: 15

Linked Policy: 15

Introduction

ODST is committed to ensuring that its schools provide a safe learning environment for all pupils. Whilst recognising that most people who work with children and young people do so from a position of care and concern, we are aware that children can be vulnerable to harm and abuse in some settings including those where staff occupy positions of trust in relation to children. All school staff have a duty to safeguard pupils and create a safe learning environment, so it is crucial that there is a robust process in place for dealing with any allegations of harm by a staff member or volunteer against a child in our schools.

ODST schools also have a duty of care to their staff and must ensure that members of staff against whom an allegation has been made are treated fairly and are provided with effective support. It is essential that any allegation of harm made against a person who works with children and young people, including those who work in a voluntary capacity, is dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child, and supports the person who is the subject of the allegation.

These procedures are based on those devised by the Oxfordshire County Council Designated Officer (the LADO) and Safeguarding team and should be followed by all ODST schools regardless of Local Authority area when dealing with safeguarding allegations. For allegations that are not of a safeguarding nature, separate procedures will apply.

Definitions

- The term 'relevant body' refers to the Board of Trustees of ODST.
- The term 'employer' refers to ODST.
- Unless indicated otherwise, all references to 'teacher' include the Head Teacher.
- Unless indicated otherwise, all references to 'staff' include teaching and support staff, or staff working in/on the school premises employed by an outside organisation.
- The term 'allegation' is defined under section 2 of this policy.

Consistency of Treatment and Fairness

- ODST is committed to ensuring consistency of treatment and fairness and will abide by all relevant employment and equality legislation.

Delegation

- The ODST Board of Trustees delegates some of its functions to Local Governing Bodies (LGBs) as set out in the Schemes of Delegation and in this procedure.

Monitoring and Evaluation

- Feedback or concerns regarding this procedure should be reported in the first instance to the ODST Board of Trustees.

The Legal Framework

This procedure refers to the following legislation and statutory guidance.

- Keeping Children Safe in Education
- Working Together to Safeguard Children
- Data Protection Act 2018

Review Process

The procedure will be reviewed as required by the Board of Trustees of ODST to take account of any revised guidance from the local Safeguarding team and to any legislative changes and / or national policy development.

Introduction

1. Despite all efforts to recruit safely there will be occasions when allegations of abuse by staff or volunteers against children are raised.

2. It is essential that any allegation of abuse made against a teacher or other member of staff (including supply staff, volunteers, a Local Governing Body member (LGB), contractor, organisation or individual using the school premises) is dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child, and at the same time supports the person who is the subject of the allegation.

3. This procedure is drawn up taking account of the following prevailing guidance:
   - Working Together to Safeguard Children
   - The Children Act
   - Education Act
   - Keeping Children Safe in Education (KCSiE)

Thresholds for allegations

4. These procedures should be applied when there is an allegation that any person who works in regulated activities with children, in connection with their employment or voluntary activity, with the children's workforce has:
   - **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.**
   - **Behaved towards a child or children in a way that indicates they may 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.**

5. Allegations can be made in relation to restrictive physical interventions and restraint but can also relate to inappropriate relationships between members of staff and children or young people, for example:
   - Having a sexual relationship with a child under 18 if in a position of trust in respect of that child, even if consensual (see s16-19 Sexual Offences Act 2003).
   - 'Grooming' i.e., meeting a child under 16 with intent to commit a relevant offence (see s15 Sexual Offences Act 2003).
   - Other 'grooming' behaviour giving rise to concerns of a broader child protection nature e.g., inappropriate text/e-mail messages or images, gifts, socialising etc.
   - Possession of indecent images/pseudo-photographs of children.

6. In addition, these procedures should be applied when there is an allegation that any person who works with children:
   - Has behaved in a way in their personal life that raises safeguarding concerns. These concerns do not have to directly relate to a child but could, for example, include arrest for possession of a weapon or indecent images of children. As a parent or carer, their own child becomes subject to child protection procedures and/or they and their family become involved with social services for safeguarding reasons.
   - Is closely associated with someone in their personal lives (e.g.partner, member of the immediate family or other household member) who may present a risk of harm to child/ren for whom the member of staff is responsible in their employment/volunteering.

7. This policy should be followed where a person's employment is covered by the Childcare Act 2006 (See definition in the statutory guidance) and is living in the same household where another person who is disqualified lives or is employed - a person is disqualified if they are 'found to have committed' an offence which is included in the 2009 Regulations updated July 2018 (a 'relevant offence').

8. It is also important to note that, whilst not specifically covered by statutory guidance, the risks associated with the wider family and close associates of the member of staff may also need to be considered.

9. This policy should be followed where allegations are made against a 16 and 17-year-old who has been put in a position of trust by an organisation in relation to anyone under the age of 18. For example, where they might be involved in coaching a sport or in other school or out of school activities or undertaking training and work placements.

10. The policy for dealing with allegations needs to be applied with common sense and judgement. Many cases may well either not meet the criteria set out above or may do so without warranting consideration of either a police investigation or Section 47 child protection enquiries by local authority children's social care services. In these cases, the school would follow their safeguarding and other relevant policies to resolve cases without delay.

The difference between an allegation and a low-level concern

11. It might not be clear whether an incident constitutes an 'allegation'. It is important to remember that in order to be an allegation the alleged incident has to be sufficiently serious as to suggest that harm has or may have been caused harm to a child/ren or that the alleged behaviour indicates the individual may pose a risk of harm to children. Issues that do not meet this threshold may constitute conduct, performance or disciplinary issues and should be addressed by the school using the appropriate organisations policies. If in doubt, the school will consult with the LADO.

12. If it is difficult to determine the level of risk associated with an incident the school will consider:
    - Was the incident a disproportionate or inappropriate response in the context of a challenging situation?
    - Where the incident involved an inappropriate response to challenging behaviour, had the member of staff had training in managing this?
    - Does the member of staff understand that their behaviour was inappropriate and express a wish to behave differently in the future? For example, are they willing to undergo training?
    - Does the child or family want to report the incident to the police, or would they prefer the matter to be dealt with by the employer?
    - Have similar allegations previously been made against the employee – is there a pattern developing?

13. Incidents which fall short of the threshold could include an accusation that is made second or third hand (by someone who did not witness the alleged incident) and the facts are not clear, or the member of staff alleged to have done this was not there at the time; or there is confusion about the account.

14. Whether an incident constitutes an allegation and hence needs to be dealt with through these policies, may need to be discussed between the LADO and the school. If it falls short of this threshold there may still be a role for the LADO to provide advice and support to the school. Where the matter constitutes a conduct or performance issue, the school should follow the appropriate disciplinary procedures and let the LADO know of the outcome.

15. Where the local LADO team use a consultation referral document, this will be completed by the school to support the LADO in triaging whether the referral meets the allegation threshold or is a low-level concern.

16. In line with KCSiE, and where applicable, low-level concerns will include consideration of online conduct, technology-enabled behaviours and the use of AI generated images.

17. In adopting multi-agency procedures, we ensure that we follow the Family Help and Safeguarding arrangements set out in Working Together to Safeguard Children 2026, which emphasise timely information sharing and clear escalation pathways.

Roles and Responsibilities

Roles and responsibilities for all organisations

18. Allegations about staff should be reported to the Head Teacher or the manager of the setting and if that person is not available the matter should be referred to a Designated Safeguarding Lead (DSL). If the Head Teacher or leader wishes to delegate the allegation to another member of staff to investigate, this would need to be a staff member on the senior leadership team. The school will:
    - Seek advice from the LADO regarding incidents where it is unclear whether it is an allegation or a low-level concern.
    - Report all allegations of harm to the LADO within 24 working hours of when the incident occurs and or when the disclosure is made.

Whistleblowing

19. All staff at the school should be made aware of the organisation's whistleblowing policy and feel confident to voice concerns about the attitude or actions of colleagues.

The role of the Local Authority Designated Officer

20. The LADO team will typically:
    - Assess and review referrals and decide if an Allegation Against the Staff and Volunteer's threshold is met.
    - Manage and have oversight of individual cases.
    - Provide advice and guidance to employers and voluntary organisations.
    - Liaise with the police and other agencies.
    - Monitor the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process.
    - Provide advice and guidance to employers in relation to making referrals to regulatory bodies such as the Disclosure and Barring Service (DBS) and the Teaching Regulation Agency (TRA).

21. It is important to be aware that LADOs do not carry out investigations into allegations and need to remain impartial. The responsibility for the investigation remains with the employer (or whoever is commissioned by the employer to investigate the process) and/or the police. The LADO can provide advice and, where necessary, co-ordinate the process.

Supply teachers, contracted staff, organisations or individuals using school premises

22. In some circumstances schools and colleges will have to consider an allegation against an individual not directly employed by them, where its disciplinary procedures do not fully apply because agencies will have their own policies and procedures; for example, supply teachers or contracted staff provided by an employment agency or business.

23. Whilst the school are not the employer of staff working within the school, we will ensure allegations are dealt with properly. **In no circumstances** would the school decide to cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the LADO to determine a suitable outcome. This is in line with the guidance within KCSIE.

In an instance where an allegation relating to an incident that happened when an individual or organisation was using their school premises for the purposes of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities), as with any safeguarding allegation, we will follow our own safeguarding policies and procedures, including informing the LADO.

The school will also refer to DFE guidance within ' Keeping Children Safe in Community Activities, After-School Clubs and Tuition': After-school clubs, community activities, and tuition - Safeguarding guidance for providers

Roles and responsibilities for the Police

24. An investigation into the allegation is normally carried out by the authority in which it sits, e.g., criminal allegations will be investigated by the Police and non-criminal allegations will be investigated in the first instance by the school. This will be agreed at the initial evaluation stage. Where the school is not conducting the investigation, it will cooperate with investigative agencies. The investigation will be overseen by the Local Authority Designated Officer (LADO) who will record and be reported to by all other relevant agencies involved. Internal investigations must be second to any safeguarding investigation and may need to be delayed until the external investigation is complete.

Police bail

25. Police will make an informed decision on making an arrest based on the information known at the time. If an arrest is justified, and following the custody process, the officer in the case will consider if the threshold for bail conditions has been met and either release the suspect on bail with conditions or release under investigation (RUI) without conditions. The decision to arrest is not always an accurate reflection of the risk posed, and any decisions around management of the suspect and arrest/interview should be shared with the LADO for ongoing risk management.

Responding to an allegation or concern – the role of the employer

26. An allegation or concern raised about a member of staff may arise from a number of sources, for example, a report from a child, a concern raised by another adult in the organisation or a complaint by a parent. It may also arise in the context of the member of staff and their life outside work or at home.

Initial action by person receiving or identifying an allegation or concern

27. The person to whom an allegation or concern is first reported should treat the matter seriously and keep an open mind. They should not:
    - Investigate or ask leading questions.
    - Make assumptions or offer alternative explanations.
    - Promise confidentiality.

    They should follow these procedures:
    - Make a written record of the information (where possible in the child's/adult's own words), including the time, date and place of incident/s, persons present and what was said.
    - Signing and dating the written record.
    - Immediately reporting the matter to the Head Teacher or the DSL in their absence or where the Head Teacher is the subject of the allegation report to the Chair of the Local Governing Body (LGB) (who must make immediate contact with the ODST CEO or Trust DSL).

- A “case manager” will lead any investigation. The case manager will be appointed by the Head Teacher or where the Head Teacher is the subject of the allegations, by ODST in liaison with the Chair of the Local Governing Body (LGB).
- The school will undertake an immediate risk assessment which involves ensuring immediate safety of the child and/or children and seeking medical attention if required.

Initial action by the Head Teacher/employer

28. When informed of a concern or allegation at the school, the Head Teacher/case manager will not investigate the matter but will gather initial information and liaise with the LADO.

    As part of the process the Head Teacher/case manager will:
    - Obtain written details of the concern/allegation, signed, and dated by the person receiving it (not the child / adult making the allegation or the alleged person).
    - Record any information about times, dates and location of incident/s and names of any potential witnesses.
    - Record discussions about the child and/or member of staff, any decisions made, and the reasons for those decisions.

Notifying the LADO within one working day of an allegation

29. The Head Teacher/case manager at the school will inform the LADO within one working day after an allegation is made and prior to any further investigation taking place. A failure to report an allegation in accordance with procedures is a potential disciplinary matter as this could place a child at further risk of harm.
    - If it is outside of normal working hours and there is an immediate risk to a child/ren the school will call the Local Authority Children’s Social Care Emergency Duty Team and the Police, if necessary.
    - The school will carry out a risk assessment. This will include ensuring safety, identifying a safety plan and any potential organizational risk.

Suspension – when it should be considered

30. The school will not suspend a member of staff without serious consideration and will not do it automatically when an allegation has been made. Depending on the nature of the case, it may be possible that alternative arrangements are made so that the individual can continue working. The school is responsible for the decision to suspend an employee but will listen to the views of the police, other agencies and/or LADO regarding suspension. In the case of suspension, the employee will receive written confirmation within one working day and will be informed of the reason for the suspension. The school will also liaise with their HR partner.

The Role of the LADO

Initial consideration of an allegation by the LADO

31. The LADO’s role is statutory, whose responsibilities are set out in Working Together to Safeguard Children. The investigation will be overseen by the LADO who will record and be reported to by all other agencies. https://national-lado-network.co.uk/the-role-of-the-lado-local-authority-designated-officer/

Position of Trust Meeting (POT)

32. This is a multi-agency meeting that seeks to agree a course of action following an allegation against a staff member. The POT meeting seeks to discuss and explore if there is enough information to suggest a child may have been harmed or a criminal offence may have been committed. This is decided on a case-by-case basis.

33. The purpose of the meeting is to scope, gather and share information, and plan and direct the investigation which could also end up as an internal management investigation.

34. The POT meeting will be chaired by the LADO and all appropriate professionals would be invited. The subject of the allegation does not attend the POT meeting.

Timescales for completing investigations of allegations

35. It is in everyone's interest to resolve cases as quickly as possible consistent with a fair and thorough investigation. The school will investigate allegations as a priority to avoid any delay. The time taken to investigate and resolve individual cases depends on a variety of factors including the nature, seriousness, and complexity of the allegation.

Monitoring progress

36. The LADO will monitor and record the progress of each case, depending on its complexity. This could be by way of review meetings/discussions or direct liaison with the police, LA children's social care, the school as appropriate.

Records of LADO Allegations Management

37. Information of all allegations that meets LADO Threshold will be kept on a restricted and confidential LADO database.

Outcomes Following an Investigation

38. The following definitions should be used when determining the outcome of allegation investigations:

    Substantiated allegations: There is sufficient evidence to prove the allegation that a child has been harmed or there is a risk of harm.
    Malicious: There is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive. The police should be asked to consider what action may be appropriate in these circumstances.
    False allegations: There is sufficient evidence to disprove the allegation, however, there is no evidence to suggest that there was a deliberate intention to deceive.
    Unsubstantiated allegations: There is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.
    Unfounded: The additional definition of 'unfounded' can be used to reflect cases where there is no evidence or proper basis which supports the allegation being made. It might also indicate that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively, they may not have been aware of all the circumstances.

Outcome Letter

39. The school will put the outcome and recommendations in writing to the alleged person and send a copy of the letter to the LADO who will keep this on the LADO database.

References

40. It is noted in Keeping Children Safe in Education that cases in which an allegation was found to be false, unfounded, unsubstantiated, or malicious will not be included in the school's references. Any repeated concerns or allegations which have all been found to be false, unfounded, unsubstantiated, or malicious will also not be included in any reference.

41. Substantiated allegations will be included in references, provided that the information is factual and does not include opinions.

Record keeping in relation to the outcome of an investigation

42. Details of allegations, following an investigation, that are found to have been malicious or false should be removed from personnel records unless the individual gives their consent for retention of the information. However, for all other allegations, it is important that the following information is kept on the file of the person accused:
    - a clear and comprehensive summary of the allegation
    - details of how the allegation was followed up and resolved
    - notes of any action taken, and decisions reached, and the outcome i.e., substantiated, unsubstantiated etc
    - a copy provided to the person concerned, where agreed by children's social care or the police and
    - a declaration on whether the information will be referred to in any future reference.

43. Records of safeguarding allegations and any related disciplinary processes concerning staff will be retained until the individual reaches normal pension age, or for 10 years from the date of the allegation if that is longer. Records relating to allegations found to be malicious or false will be removed from personnel files.

Substantiated Outcomes

44. 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.

45. 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.

Notifying Ofsted

46. Ofsted should be informed of any allegation or concern made against a member of staff in any day care establishment for children under 8 or against a registered child minder. They should also be invited to take part in any subsequent meeting/discussion.

47. Ofsted should also be informed if there is an allegation against a teacher or worker in a reception class or an early year setting. The school has a duty to inform Ofsted and the LADO.

Disciplinary or Suitability Process and Investigation

48. The Designated Officer and the Head Teacher/case manager should discuss whether disciplinary action is appropriate in all cases where:
    - It is clear at the outset or decided in the POT meeting that a police investigation or local authority children's social care services enquiry is not necessary or
    - The school is informed by the police or the Crown Prosecution Service that a criminal investigation and any subsequent trial is complete, or that an investigation is to be closed without charge, or a prosecution discontinued.

49. The discussion should consider any potential misconduct or gross misconduct on the part of the member of staff, and take into account:
    - Information provided by the police and/or local authority children's social care services
    - The result of any investigation or trial
    - The different standard of proof in disciplinary and criminal proceedings.

50. The investigation and any subsequent disciplinary hearing should be held in accordance with the school's disciplinary policy and procedure. The school will liaise with HR.

51. For supply staff, the process described above will be the responsibility of the supply agency and not the school.

Resignations and 'settlement agreements'

52. Every effort should be made to reach a conclusion in all cases even if the individual refuses to co-operate, having been given a full opportunity to answer the allegation and make representations.

53. 'Settlement agreements', by which a person agrees to resign if the employer agrees not to pursue disciplinary action and both parties agree a form of words to be used in any future reference, will **not** be used where there are allegations that indicate the person is a risk or poses a risk of harm to children or deemed not suitable to work with children.

54. Such an agreement will not prevent a thorough police and/or school or employer investigation where that is appropriate.

55. The school will not cease our investigations if the person leaves, resigns or ceases to provide their services. We will ensure that every effort is made to reach a conclusion in all cases of allegations bearing on the safety or welfare of children, including any in which the person concerned refuses to cooperate.

Returning to work

56. Where it is decided on the conclusion of a case that a person who has been suspended can return to work, the Head Teacher/HR will consider how best to facilitate that. Most people will benefit from some help and support to return to work after a stressful experience. The Head teacher/HR will also consider how the person's contact with the child or children who made the allegation can best be managed if they are still attending the school or college.

General responsibilities when investigating an outcome

Support to the child and family involved

57. The school, together with LA children's social care and/or police, where they are involved, will consider the impact on the child concerned and provide support as appropriate. Liaison between the agencies should take place in order to ensure that the child's needs are addressed.

58. Keeping parents/carers and children informed
    - The school will inform the parents of the child/ren involved of the allegation and the process that is being followed unless this will impede the disciplinary or investigative processes.
    - The parent/s and the child, if sufficiently mature, should be helped to understand the processes involved and be kept informed about the progress of the case and of the outcome where there is no criminal prosecution. This will include the outcome of any disciplinary process, but not the deliberations of, or the information used in, a hearing.

Responsibilities to employees/volunteers alleged to have caused harm

59. As soon as possible after an allegation has been received, the accused member of staff should be advised to contact their union or professional association. HR should be consulted at the earliest opportunity in order that appropriate support can be provided via the organisation's occupational health or employee welfare arrangements.

60. Subject to restrictions on the information that can be shared, the school should, as soon as possible, inform the accused person about the nature of the allegation, how enquiries will be conducted and the possible outcome (e.g., disciplinary action, and dismissal or referral to the DBS or regulatory body). If the matter is subject to police involvement, the police should always be consulted prior to any discussion with the accused so criminal investigations are not compromised, but this will not necessarily preclude the school from initiating internal procedures.

61. The accused member of staff should:
    - Be treated fairly and honestly and helped to understand the concerns expressed and processes involved
    - Be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process
    - If suspended, be kept up to date about events in the workplace.

Confidentiality

62. Every effort should be made to maintain confidentiality while an allegation is being investigated or considered. This includes staff involved and parents/carers. Apart from keeping the child, parents and accused person (where this would not place the child at further risk) up to date with progress of the case, information should be restricted to those who have a need to know, in order to protect children, facilitate enquiries and manage related disciplinary or suitability processes.

Non-Recent Allegations (historic)

63. Where an adult makes an allegation of a non-recent nature to the school that they were abused as a child, the School will advise the individual to report the allegation to the police, and we will report the allegation to the LADO.

Low Level Concerns

64. This section applies to all concerns (including allegations) about members of staff, including supply teachers, volunteers, and contractors, which do not meet the LADO threshold.

Definition of low-level concerns

65. 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 LADO.

    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 sexualised, intimidating, or offensive language
    - Sharing personal mobile numbers with children
    - Social media use

Sharing low-level concerns

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

67. All staff are required to report low level concerns to the Head Teacher.

Responding to low-level concerns

68. The Head Teacher will collect all available 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

69. The information collected will then be used to categorise the type of behaviour and determine any further action, in line with the staff Code of Conduct.

70. if the concern is of a safeguarding nature, liaison with the LADO will be carried out, in line with the expectations from the local LADO team. The LADO can be re-contacted at any time if the evidence that is gathered raises further concerns or meets the allegation thresholds.

Record keeping

71. All low-level concerns at the school will be recorded. 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.

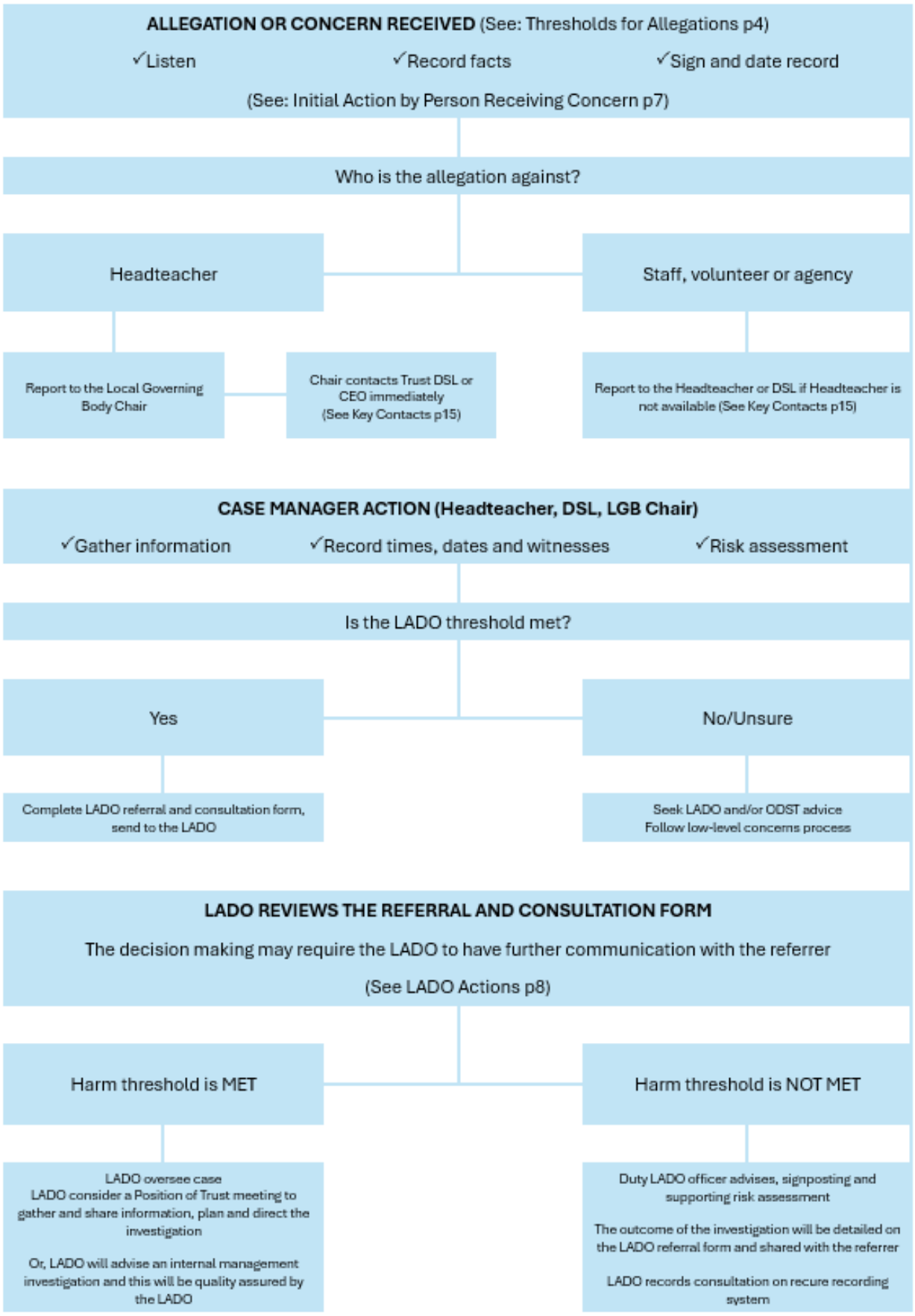
72. The school records will be:
    - Kept confidentially.
    - Reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, we will decide on a course of action, either through our disciplinary procedures or, where a pattern of behaviour moves from a concern to meeting the harms threshold.
    - Retained at least until the individual leaves employment at the school.

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

Managing Allegations Flowchart

Managing concerns about people that work or volunteer with children

This flowchart describes the process for reporting concerns and allegations about someone in a position of trust.



Contact Details

The lead Local Authority Designated Officer (LADO) for Reading through Brighter Futures for Children is Sue Darby. You can reach the Reading LADO office by phone at 0118 9372684 or by email at LADO@brighterfuturesforchildren.org.

Key ODST Contacts:

If the allegation is against the Head Teacher, the report to the LADO should be made by the Chair of the Local Governing Body (LGB) in consultation with the Chief Executive Officer or the Trust DSL **within 24 hours**.

- Sharon Mullins (CEO), ODST – 01865 208236 / 07540 421069
- Grace Challans (Trust DSL), ODST – 07442 685456
- If Sharon or Grace are not available, please contact the central team designated contact on 01865 208217

Linked Policy:

- Safeguarding and Child Protection
- Code of Conduct
- Online Safety Policy