

Tailored Tuition

Managing Allegations Against Staff and Volunteers Procedure

1. Purpose

This procedure sets out how Tailored Tuition will respond to allegations or concerns involving a member of staff, volunteer or any individual working on behalf of the organisation. It should be read alongside the Tailored Tuition Safeguarding Policy.

Tailored Tuition is committed to ensuring that all allegations are managed fairly, consistently and without delay, while safeguarding the welfare of children and young people and ensuring that staff are treated appropriately throughout the process.

2. Reporting Concerns

Any allegation or concern that a member of staff, volunteer or other adult working on behalf of Tailored Tuition may have harmed, or may pose a risk of harm to, a child or young person must be reported immediately to the Designated Safeguarding Lead (DSL).

Where the concern relates to the DSL, it must be reported directly to the Proprietor. Where the concern relates to the Proprietor, advice will be sought from the appropriate Local Authority Designated Officer (LADO) in England or the relevant local authority safeguarding lead in Wales.

Staff should not investigate allegations themselves or discuss concerns with others unless required to do so as part of the safeguarding process.

3. Managing Allegations

Upon receiving an allegation, the Designated Safeguarding Lead or appropriate senior lead will take immediate steps to ensure the safety and welfare of any child or young person who may be at risk. Advice will be sought from the appropriate local authority before any internal investigation is undertaken, and Tailored Tuition will cooperate fully with any multi-agency investigation or enquiry.

Where appropriate, risk assessments will be undertaken and temporary measures, including adjustments to duties or suspension, may be considered while enquiries are ongoing. Such measures are neutral acts and do not imply guilt.

4. Recording and Confidentiality

All allegations, decisions and actions taken will be recorded accurately and stored securely. Information will be shared only with those who have a legitimate need to know and in accordance with relevant legislation and statutory guidance.

Tailored Tuition recognises that allegations can have a significant impact on all parties involved and will seek to ensure that both the child or young person and the member of staff are treated fairly and appropriately throughout the process.

5. Referrals

Where required, Tailored Tuition will make referrals to the Disclosure and Barring Service (DBS), the Teaching Regulation Agency (TRA), the Education Workforce Council (EWC) or any other relevant regulatory or safeguarding body in accordance with legal requirements and the procedures applicable to the learner's home local authority.

6. Review

This procedure will be reviewed annually or sooner if there are changes to legislation, statutory guidance or organisational practice.