

Flip The Script YOUTH CIC

MANAGING ALLEGATIONS AGAINST STAFF PROCEDURE

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| Document: | MANAGING ALLEGATIONS AGAINST STAFF PROCEDURE |
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1. PURPOSE

This procedure explains how Flip The Script Youth CIC responds to allegations made against staff, volunteers, trustees, or anyone working with children through our organisation. It applies to all allegations suggesting that a person has:

- Behaved in a way that has harmed or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child in a way that indicates unsuitability to work with children

2. IMMEDIATE ACTION

Upon receiving an allegation:

- Do not investigate or interview the subject of the allegation
- Ensure the child is safe
- Report immediately to the DSL (or Board Safeguarding Lead if allegation is about the DSL)
- DSL must contact LADO (Local Authority Designated Officer) within one working day
- Record all information factually

3. SUSPENSION DECISION

Suspension is not automatic. Consider if suspension is necessary to:

- Protect the child or other children
- Allow a fair investigation



- Protect the integrity of the investigation

Suspension decisions are made in consultation with LADO and documented. The person subject to allegation should be informed of the reasons and that it is a neutral act.

4. INVESTIGATION PROCESS

Follow LADO guidance on whether the investigation will be:

- Police investigation (criminal matter)
- Children's social care assessment (child protection)
- Internal investigation (disciplinary or misconduct)
- Combination of the above

Cooperate fully with external investigations while following LADO guidance on internal processes.

5. SUPPORTING THOSE INVOLVED

Support for the child:

- Ensure ongoing safety and welfare
- Provide appropriate support services
- Keep family informed (unless contraindicated)

Support for the person subject to allegation:

- Provide information about the process
- Signpost to support services
- Maintain confidentiality where possible
- Ensure fair treatment throughout

6. OUTCOMES

Possible outcomes:

- Substantiated: sufficient evidence to prove the allegation
- Malicious: evidence disproving the allegation and evidence of deliberate false reporting
- False: evidence disproving the allegation



- Unsubstantiated: insufficient evidence either to prove or disprove the allegation
- Unfounded: no evidence or proper basis for the allegation

7. DISCIPLINARY ACTION

If allegation is substantiated:

- Follow disciplinary procedures
- Consider dismissal
- Report to DBS and professional regulators as required
- Review safeguarding arrangements

8. RECORD KEEPING

Keep detailed records of:

- The allegation
- Actions taken
- Decisions made and reasons
- Outcome
- Records retained on person's file regardless of outcome

9. LEARNING

After any allegation is concluded, review:

- What happened and why
- Whether policies and procedures were followed
- What improvements are needed
- Whether training is required

