



Managing Allegations Against Staff or Volunteers Policy

Purpose

To ensure allegations are handled fairly and promptly.

Policy Statement

Everyday English Ltd will protect the rights and welfare of both the person making the allegation and the person against whom it is made.

Legal Framework

- Working Together to Safeguard Children (HM Government)
- Local Safeguarding Partnership Procedures

We will:

- Report allegations to the DSO immediately, who will inform the Board Chair and statutory agencies.
- Remove the accused from unsupervised contact pending investigation.
- Keep all parties informed while maintaining confidentiality.
- Cooperate fully with statutory investigations.

Breach of Policy

Failure to act on allegations will be treated as gross misconduct.

Review

This policy will be reviewed annually by the Board of Directors.

Signed: 

Chair, Board of Directors

Date: 30th September 2025