



Phoenix ND Education Ltd Allegations Against Staff Policy

Policy written:	May 2025
Policy review date:	May 2026
Signed by Director:	<i>E. Barnett</i>

Version control:

Version number	Details of change	Date	Next Review	Approver	Signed
1.0	Full policy and procedure review	31/05/2025	May 2026	Eloise Barnett	<i>E. Barnett</i>

1. Purpose and Scope

This policy outlines the procedures to be followed when an allegation is made against a member of staff, volunteer, or any adult working on behalf of Phoenix ND Education Ltd that may indicate they pose a risk to children.

It applies to all staff (teaching and non-teaching), volunteers, contractors, agency staff, governors, and directors.

2. Commitment to Safeguarding

Phoenix ND Education Ltd is fully committed to safeguarding and promoting the welfare of all children. We expect all staff and volunteers to share this commitment and to act in the best interests of our learners at all times.

We recognise that:

- Children can be at risk from adults who work with them.
- Allegations must be taken seriously and handled with transparency, sensitivity, and fairness.
- The welfare of the child is paramount.

3. Definition of an Allegation

An allegation may relate to a person who works with children who 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 or children in a way that indicates they may pose a risk of harm;
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children (e.g. concerning behaviour outside of school).

This includes historical allegations and concerns arising outside of school hours or settings.

4. Reporting Procedures

4.1 If an Allegation is Made Against a Member of Staff:

1. The staff member receiving the allegation **must not**:
 - Investigate or discuss the allegation with others.
 - Approach the child or the staff member involved.
2. The allegation must be **immediately reported** to the **Director** (or their Provision Manager in their absence), who will:
 - Inform the **Director** and HR.
 - Contact the **Local Authority Designated Officer (LADO)** for advice and direction.
3. A written, signed record of the allegation and actions taken will be maintained securely.

4.2 If the Allegation is Against the Designated Safeguarding Officer (DSO), or Director:

- The staff member must **report the allegation directly to the LADO**.
- Contact information for the LADO is listed below.

4.3 Allegations Made by External Parties (e.g. parents, professionals, volunteers):

- These should be reported to the Director, who will liaise with the Provision Manager and contact the LADO.

5. Referral and Investigation Process

Phoenix ND Education Ltd will not undertake any internal investigation until authorised by the LADO. In accordance with KCSIE 2024 and local safeguarding protocols, the following steps will be taken:

1. Initial discussion with the LADO to determine whether the allegation meets the threshold for further investigation.
2. If required, a strategy meeting will be held involving the LADO, police, social care, and school leadership.
3. Outcomes may include:
 - No further action.
 - Internal disciplinary procedures.
 - Police investigation.
 - Referral to the Disclosure and Barring Service (DBS) or Teaching Regulation Agency (TRA), if appropriate.

Staff will be supported throughout the process and provided with access to professional support and clear communication.

All allegations, without exception, should be passed on to children's services (MASH). This ensures that all necessary steps are taken to address the issue and protect the welfare of the students.

6. Support for Staff and Pupils

- Staff members subject to allegations will be offered appropriate support, including access to counselling, HR advice, and union representation.
- Pupils involved will be supported by carefully chosen staff, and their wishes and feelings considered at every stage.

7. Confidentiality and Record Keeping

- All allegations will be treated with confidentiality in line with data protection legislation and KCSIE.
- Records of allegations will be kept securely and separately from the staff member's main HR file, unless the allegation is substantiated.

8. False or Malicious Allegations

Where an allegation is found to be false, unsubstantiated, or malicious:

- Appropriate support will be offered to the staff member concerned.
- Disciplinary action may be taken against the pupil or individual who made the false claim.

9. Local Authority and Contact Details

Designated Safeguarding Officer (DSO):

- **Eloise Barnett, Director** – 07525 437 294

Deputy Designated Safeguarding Officer:

- **Nicola Warner, Provision Manager** – 031 035 222

Local Authority Designated Officer (LADO):

- **Hazel McKibbin** - 0115 8041272.

10. Review

This policy is reviewed annually and in line with updates to statutory guidance. It is the responsibility of the DSL and the SLT to ensure that this document reflects current legal requirements and best practice.