



Havering
LONDON BOROUGH

The Management of Allegations and Concerns Regarding the Professional Conduct of Staff in Relation to Child Protection

Procedures for schools and education establishments London Borough of Havering

Throughout this document:

“Head Teacher” is the responsible person in schools, but the same guidance applies to a Chair of Governors acting in the event of an allegation against a Head Teacher, or to the line manager in relation to allegations against staff in education establishments

“Staff” member includes any adult, paid or voluntary, who works in a school or educational establishment within the Local Authority

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The following useful additional guidance can be accessed at www.teachernet.gov.uk/childprotection/guidance.htm • “Definitions and Thresholds for Managing Allegations Against Education Staff” (IRSC Network)

- “Staff Subject to Allegations Thresholds and Alternatives to Suspension” (IRSC Network)
- “Managing the Aftermath of Unfounded and Unsubstantiated Allegations” (IRSC Network)
- “Guidance for safe Working Practices for the Protection of Children and Staff in Education Settings”
- “Guidance for Adults Facing an Allegations of Abuse at Work”
- “Guidance for Managers Attending Managing Allegations Strategy Meetings”
- “London Borough of Havering Schools Whistleblowing Policy”

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The Management of Allegations and Concerns Regarding the Professional Conduct of Staff (Child Protection)

SECTION ONE – OVERVIEW

1. Introduction

These procedures were originally informed by the NEOST national guidance issued September 2002, and meet the requirements of “Safeguarding Children and Safer Recruitment in Education” DfES 1st January 2007. It is the responsibility of all Head teachers, managers and Chairs of Governors to implement all policies and procedures relating to safeguarding/child protection, and ensure that all staff are made aware of them.

These procedures are about managing cases of allegations that might indicate that a person is unsuitable to continue to work with children in their present position, or in any capacity. They should be used in respect of all cases in which it is alleged that a teacher or member of staff in a school 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; or,
- ◆ behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

A ‘staff member’ is a person whose work brings them into contact with children in an education setting. It, therefore, applies to all teachers and support staff in schools, volunteers and other adults, whether paid or working in a voluntary capacity (including supply teachers) on or off school premises and sites. In the case of an allegation against the Head teacher, the Chair of Governors, or in their absence, the Vice/Deputy Chair, is responsible. For maintained schools, the Head teacher, or Chair if the allegation concerns the Head teacher, should undertake all actions in consultation first with their Local Authority Designated Officer, or LADO. Independent Schools and Colleges of Further Education, and all other employers or services using adults to work with children in Havering, should consult the LADO, Eileen Collier by telephoning.01708 434315

2. Principles

The procedures need to be applied with common sense and judgement

It is imperative that everyone who deals with allegations of abuse maintains an open and inquiring mind, and that allegations are taken seriously.

The rights of the child and member of staff must be considered. However, where there exists a conflict of interest between the adult and the child, then the child’s interests must be paramount as required by the Children Act 1989.

In investigating allegations, actions should be conducted in a way that recognises the vulnerability of staff and seeks to protect them as far as possible from mistaken or false allegations.

Investigations must be dealt with quickly, fairly and impartially. The member of staff should be informed about the allegation as soon as possible (in consultation where necessary with social services/police in respect of timing and content).

3. Safeguarding Children

Schools play an important part in the prevention of abuse and neglect, through their own policies and procedures for safeguarding children, creating and maintaining a safe environment, and through the curriculum, promoting resilience in children, by helping them to stay safe from harm, and encouraging them to speak up if they have worries or concerns.

Through their day to day contact with children, education staff have a crucial role to play in noticing indicators of abuse or neglect and in referring concerns to the Nominated Child Protection Officer NCPO (Designated Senior Person in DfE guidance). When a child has special educational needs, or a disability, schools will have important information about the child's level of understanding and the most effective means of communicating with them.

Where education staff have such interaction with children, the opportunity to abuse them also exists. It is regrettably the case that, in rare circumstances, education staff have been found to be responsible for child abuse. Given their daily contact with children in a variety of situations, including the wider caring role, staff are also vulnerable to accusations of abuse. Their relationships with pupils may lead to allegations against them being made by pupils or parents. Those allegations may be false, malicious or misplaced and may be either deliberate or innocent of such intent. Regardless of the motives underlying any allegations, they may also be well founded, and should always be taken seriously.

As some allegations can arise through ignorance or ill advised behaviour, schools and education establishments are advised to establish and to include in induction and training, guidance for all staff and other adults on appropriate behaviour and boundaries in relation to working with children and young people. To this end, the Investigation and Referral Support Coordinators' document 'Guidance for Safe Working Practices for the Protection of Children and Staff in Education Settings' updated 2009, was agreed with NEOST and the professional associations nationally, and for use at induction for all staff and volunteers.

4. Listening to Children

The person to whom an allegation is reported by a child must:

- Listen to the child
- Not interrupt a child when recalling significant events
- Not make assumptions or interpretations
- Avoid asking questions, particularly leading questions
- Record all the information using the child's own words and note the time, context, who was present and what was said
- Sign and date the record, printing their name

'Listened to' means just that, on no account should suggestions be made to children as to alternative explanations for their worries. They should not be interrogated, i.e. asked repeated questions, but must be listened to and the written record made of the initial conversation as soon as practicable.

Staff should not promise confidentiality to pupils who make allegations. They should inform the pupil that they have a duty to pass information on in order to protect children but information will only be passed on a "need to know" basis. They should also be reassured that support will be made available to them.

5. Abuse of Trust

Employees should be aware that the Sexual Offences (Amendment) Act 2002 makes it an offence for a person over 18 (e.g. a teacher, youth worker) to have a sexual relationship with a young person under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if he/she does not teach the child. Behaviours indicating grooming for sexual activity with a child under 16 may be prosecuted under this Act. For further information, see the Sexual Offences Act, at <http://www.legislation.gov.uk/ukpga/2003/42/contents>

6. Physical Restraint

Where the allegation relates to the use of reasonable force to restrain a pupil in accordance with the Education and Inspections Act 2006, and the Havering Guidelines "Touch and the Use of Physical Intervention" Jan 2010, it will be appropriate for the Head teacher to deal with this at a school level. All such incidents must be reported, recorded, and discussed with the parents as soon as possible within the same day. An allegation of assault beyond the use of reasonable force would however need to be referred as a child protection matter.

If in doubt, the Head teacher should consult with the Education Child Protection Officer or LADO in the first instance, to demonstrate that the school has acted in an open and transparent manner in establishing if the allegation meets the threshold for referral.

If a child receives an injury following a restraint and/or the child, parent or carer makes an allegation of assault, this must be seen as a child protection

matter discussed with the LADO who will have a threshold discussion with police, and then referred to the Duty and Assessment Team following their advice. Full recording of all restraints, and the action taken, must be made, and will help the school if an allegation is made subsequently.

Guidance on “The Use of Force to Control or Restrain Pupils”, can be found at <http://www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/usefulinformation/useofforceguidance/> and Guidance on the “Definitions and Thresholds for Managing Allegations against Staff” at <http://www.teachernet.gov.uk/docbank/index.cfm?id=6238>

SECTION TWO – PROCEDURES

7. Explanation of Roles.

For an explanation of the various roles involved in dealing with allegations see Appendix 1

8. Action to be taken by a member of staff who hears an allegation or has child protection concerns relating to staff (and volunteers who work with children)

All staff have a responsibility to report if they believe a member of staff is harming, or using unacceptable behaviour towards a child. Information may come to light about behaviour out of school which could indicate a breach of acceptable professional conduct. Children (or a parent, carer or other) who report to any member of staff an incident of abuse or harm by a member of staff or other concern must be listened to and taken seriously. Staff must immediately inform the Head teacher of the concern or allegation. They must not attempt to investigate the allegation, but provide a full written account of what the pupil has said, this account should be dated and signed, and any original notes kept. Advice can be sought from the Education Child Protection Officer or LADO.

If the concern/allegation is against the Head teacher, staff should inform the Chair of Governors and contact the Education Child Protection Officer or LADO

9. Action to be taken by Head teacher

In rare cases allegations will be so serious as to require immediate intervention by children's social care and/or police. Others that meet the criteria in paragraph 1 may seem much less serious and on the face of it will not warrant consideration of a police investigation, or enquiries by children's social care. However it is important that they are examined objectively by someone independent of the school concerned. Consequently, the LADO should be informed of all allegations that come to the schools attention and appear to meet the criteria in paragraph 1, on the same day, so that the LADO can consult police and social care colleagues as appropriate.

The Head teacher must not take any action or commence an investigation before consulting with the LADO. It is the responsibility of the Police and the Duty and Assessment Team to investigate allegations of abuse (see Appendix 8).

In some cases the school will need to consider a case in which normal disciplinary procedures do not apply, and may need to act jointly with another organisation. For example when an allegation is made against a supply teacher provided by an agency, a person employed by a contractor, or a

volunteer provided by a voluntary organisation. Volunteers or self employed people cannot be subject to disciplinary procedures, but a decision will still need to be made about whether to continue to use the person's services, provide the person for work with children in future, and whether to report to the Independent Safeguarding Authority, ISA

If the matter concerns the Head teacher, the Chair of Governors should take the lead in managing any investigation, seeking the advice of the LADO and Personnel.

The Head teacher must not interview the child, the member of staff or other potential witnesses. Any such intervention at this stage could jeopardise a criminal investigation. The Head teacher may make basic enquiries to determine whether the allegation may be true. The enquiries should be minimal to establish the **facts** of the allegation, if these were not established or were unclear at the time of the original referral e.g.

- Was the pupil in school on that day?
- Did the pupil have contact with the member of staff?
- Have any other potential witnesses come forward?

Following confirmation that there was the potential for contact, the Head teacher as appropriate should seek advice/consult with the Education Child Protection Officer/LADO. If it meets any of the criteria set out in 1 above, the Head teacher should report it to the ECPO/LADO the same day. Voluntary Schools should also inform their Diocesan Boards.

10. Initial consideration by the Head teacher and LADO

The Head teacher and LADO must consider the allegation and determine the appropriate way forward. **Establishing whether an allegation warrants further investigation is not the same thing as deciding whether an allegation is well founded (see Appendix 8 – What is acceptable behaviour by adults towards pupils).**

Consideration of restraint issues has been covered in paragraph 6 above. There are some other circumstances when an allegation may not require referral under Havering child protection procedures, but if there is any doubt, the LADO should be consulted. These are:

- Where, following initial consideration, it is absolutely clear to the LADO and the Head teacher (or Chair of Governors where the allegation concerns the Head teacher) that the allegation is demonstrably false because the immediate circumstances of the allegation show that it could not be true. However, in these circumstances, if the child/young person has made an obviously false allegation, this could be an **indicator of abuse elsewhere, and a referral should be considered to the Duty and Assessment Team** for an initial assessment of the child's needs.

- The allegation may arise as a result of inappropriate behaviour or poor practice by a member of staff, which needs to be considered under local disciplinary procedures.

There are therefore four possible options to be agreed with the LADO:

(a) An immediate threshold discussion with police by the LADO, followed by referral to the Duty and Assessment Team under the local Child Protection Procedures (see paragraph 12 onwards).

(b) Further local enquiries to be made to gather more information/clarification.

(c) The allegation may have been prompted by inappropriate behaviour by the member of staff although a child protection issue does not arise. In this case this may need further investigation and possible consideration under the local disciplinary procedures (see paragraph 22 onwards).

(d) The allegation was deliberately invented or unfounded. This may include allegations which relate to the use of reasonable force to restrain a pupil (see paragraph 24)

In any event following consultation with the LADO, the Head teacher should:

- Ask for a written account from the member of staff hearing the allegation, countersign and date the written account of the person reporting the allegation to record receipt.
- Advise the person that the matter must remain in absolute confidence unless informed otherwise
- Record any information about times, dates, location and names of potential witnesses

The issue of whether suspension is appropriate should be considered at this stage, and a risk assessment completed (see paragraph 19 and Appendices 2 and 3).

11. Notification of interested persons

The Head teacher in consultation with the LADI must ensure there is no objection by the Police before contacting any parties (eg. The subject of the allegation) and check what information can be shared. Subject to there being no objection, the Head teacher/Chair of Governors should:

- Inform the child, children or parent making the allegation and explain the likely course of action
- Ensure that the parents of the child who is the alleged victim have been informed of the facts of the allegation and of the likely course of action*
- Inform the member of staff against whom the allegation is made and explain the likely course of action

- Inform the Chair of Governors of the school of the likely course of action

*In all cases taking care not to breach privacy by disclosing third party information

Where the Police object to the above, it then becomes their responsibility to inform the Head teacher/LADO when the notifications may or have taken place. A written record of action under this section should be made by the Head teacher/Chair of Governors.

12. Cases referred to Social Care/Police

When a relevant allegation has been referred and accepted by the Police and Duty and Assessment Team, on the basis a child might have suffered, or suffer, significant harm, the LADO will be notified to contact the employer, and a Strategy Meeting will be arranged to which the LADO and employer will be invited

13. Attendance at Allegations Strategy Meeting

The Allegations Strategy Meeting will be chaired by a Duty and Assessment Team Manager, and attended by the Police Child Abuse Investigation Team (CAIT), the LADO, the Head teacher/Chair of Governors, and any of the following where appropriate; the Education Child Protection Officer, the social worker and police officer trained to undertake such investigations.

The member of staff who is the subject of the allegation will not be invited to attend the meeting, or be party to the record, however he/she will be informed of the outcome and whether the matter will be investigated, at a time and in a form agreed by the Chair.

Care should be taken to deliver feedback to the accused as quickly as possible, in privacy, advising them to seek the support of the Employee Assistance Programme (where the school buys this service), their professional association or other named contact person, and legal advice if they wish. (Legal advice, unless obtained through the professional association, will be at the person's own expense except in the case of arrest when legal advice can be sought through the person's own, or the police station duty solicitor).

Where significant harm threshold does not apply, but police enquiries are indicated, the LADO will convene a similar meeting to evaluate the concern, called an Allegations Evaluation Meeting

14. Purpose of the Strategy/Evaluation Meeting

- Gather information
- Consider the risk to the child/other children
- Determine the need for an investigation and by whom

- Establish a clear action plan with timescales
- Ensure staff and pupil(s) receive appropriate support
- Consider the need to inform other relevant parties
- Jointly consider the likelihood of any media interest, and whether to seek advice from the Local Authority Press Office

The members of the meeting will balance the welfare of the child (which must remain paramount) and the interests of the member of staff.

15. Investigating the Allegation

There may be up to three strands in the consideration of an allegation:

- ◆ a police investigation of a possible criminal offence
- ◆ enquiries and assessment by children's social care about whether a child is in need of protection or in need of services
- ◆ consideration by the school of disciplinary action in respect of the individual*

• In some circumstances the school at which the person works will need to consider a case in which normal disciplinary procedures do not apply, and may need to act jointly with another organisation. That will be necessary when, for example, an allegation is made against a supply teacher provided by an employment agency or business, or against a person employed by a contractor, or a volunteer provided by a voluntary organisation.

In some cases normal disciplinary procedures may not be appropriate because the person is a volunteer or self employed. Although in these case the school will not have a direct employment relationship with the individual, it and the other organisation concerned, if any, will need to be involved and cooperation an investigation, and in reaching a decision about whether to continue to use the person's services, or to provide the person for work with children in future, and whether to report the person to ISA.

The consultation with the LADO, and strategy discussion will determine the course of investigation.

*Any disciplinary process should be clearly separated from a criminal investigation, and not commenced without the agreement of police/ social care, if they are involved.

16. Direct Referral to the Police or to Children's Social Care

Parents or pupils may make a direct referral to the Police, or Social Care regarding a member of staff.

Any such referral must be dealt with in accordance with the child protection procedures. Social Care or the Police Child Abuse investigation Team will immediately inform/discuss with the LADO. Consideration will take place regarding the nature of the allegation, any information available from the

school, social care and education services. Further action will be determined and a strategy or evaluation meeting arranged, if required.

In some cases the Police may wish to interview the member of staff against whom the allegation is made before the Head teacher or manager has advised the member of staff of the allegation.

This must be facilitated and confidentiality maintained. This should only occur on rare occasions following a serious allegation

17.Planned Communication with the Community and the Media

Every effort should be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated/considered.

In accordance with the Association of Chief Police Officers (ACPO) guidance the police will not normally provide any information to the Press or media that might identify an individual who is under investigation, unless or until the person is charged with a criminal offence. In exceptional cases where the police might want to depart from that rule, e.g. an appeal to trace a suspect, the reasons should be documented and partner agencies consulted beforehand. The system of self regulation, overseen by the Press Complaints Commission, also provides safeguards against the publication of inaccurate or misleading information.

Prior to the initial Allegations Strategy/Evaluation Meeting, details of any complaint should not be discussed with members of staff, or the community, including Governors* It would be advisable at this stage to acknowledge that any complaint is being formally looked into.

* Head teachers may wish to inform the Chair of Governors that an allegation is being investigated but no detail should be disclosed as this may prejudice any subsequent disciplinary action.

Decisions will be agreed as soon as it is practically possible about the timing and release of relevant information at the Allegations Strategy/Evaluation Meeting. Release of information could include a press statement, agreed between the Police and Local Authority press offices, for use in the event that a parent or pupil, or other third party, makes the media aware of the allegation, a letter to parents, statements to children, statements to other members of staff

Anyone contacted by the media seeking information should note the caller's name, telephone number, organisation, deadline, and line of enquiry/questions. **DO NOT GIVE ANY INFORMATION** but tell them someone will call them back, and refer to the LADO where involved for advice, or their own media relations officer.

The member of staff should be advised of any early indications of media coverage.

18. Suspension

A member of staff against whom an allegation is made should not automatically be suspended. Suspension is not only a traumatic experience for the individual involved but also for their family and the whole staff group. (Further advice about the threshold for suspension can be found in Staff Subject to Allegations, Thresholds for and Alternatives to Suspension at http://www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/otheragencyroles/irsc/IRSC_Guidance_Documents/ . (Appendix 2 outlines the process of suspension).

Where suspension is in place, a school link person should be appointed to maintain the links between the school and the suspended member of staff, and a contact person where necessary (see paragraph 20 and Appendix 3).

A decision to suspend and/or take disciplinary action is for the Head teacher, [Chair of Governors in the case of the allegation concerning the Head teacher], in consultation with their personnel consultant. However, where a strategy discussion or initial evaluation concludes that there should be enquiries by social care and/or an investigation by the police, the LADO should canvass police/social care views about whether the accused member of staff needs to be suspended from contact with children, to inform the school's consideration of suspension.

Suspension should only be considered if:

- a) Where a child or children is/are at risk
- b) Where the allegation/s is/are so serious that it warrants investigation by police/dismissal for gross misconduct is possible
- c) Where a suspension is necessary to allow the conduct of the investigation to proceed unimpeded

Suspension and likewise the lifting of suspension may be considered at any stage of an investigation. Suspension is a neutral act, not a disciplinary sanction, and will be on full pay. Only the Governing Body has the power to re-instate a suspended member of staff.

Paid leave of absence, mutual agreement to refrain from work, alternative duties/locations or removal from direct contact with the pupil[s] may also be used as an alternative to suspension

A risk assessment must be undertaken for each individual case to determine whether the member of staff should be suspended. This assessment should take into account the context of the allegation, background information regarding the member of staff and information regarding the family/ pupil. This assessment must be recorded and a copy kept on the member of staff's file (this copy anonymising information about third parties).

(Format for risk assessments can be found at Appendix 3.)

If a decision is made that the alleged member of staff should be suspended either at the beginning of the process or during the investigation, the Head teacher must consult with Human Resources to ensure the correct procedure is followed. The suspension must be confirmed in writing.

19.Support

The suspended member of staff should be given the name of contact person. The main role of the contact person is to ensure that the employee is informed of the up to date position on any ongoing investigations.

The welfare aspect of dealing with employees who are the subject of allegations of child abuse is important. Head teachers have a duty to handle the process of investigation sensitively and arrange for independent support and counselling if required.

Where an employee is suspended, support can be sought from the Employee Assistance Programme, where the school purchases this service or through the individual's own GP. If the person is a member of a professional association s/he should be advised to contact that body at the outset

Being suspended or asked to refrain from work can give rise to great anxiety in the individual subject to the allegations. They may fear that colleagues and others within the school/community will have interpreted the very fact of suspension as an indicator of presumed guilt from an early stage.

In the case of a Head teacher, it should be acknowledged that they might feel particularly isolated and vulnerable. According to the needs and wishes of the member of staff to be kept informed, a colleague contact, or link person, should also be in a position to provide information about developments at the school in general (see Appendix 4).

Concerns are sometimes raised by colleagues who have witnessed behaviour that they consider to be abusive or inappropriate. It is important to enable staff to disclose their views without fear of retribution, even if the concerns are subsequently unsubstantiated.

Such staff should be supported in accordance with the council's or school's Whistle Blowing Policy.

20. Action to be taken during Social Care/Police investigations

A contact person should be appointed who can support the member of staff and advise them of progress (see 20 above and Appendix 3).

The LADO is responsible for checking the progress of any investigation. Close communication is required between the Education personnel involved, the Police and Social Care. The initial strategy meeting will have determined the need for any further strategy meeting(s) and how the progress of the investigation will be monitored.

If a criminal investigation is required, the police will aim to complete their enquiries as quickly as possible consistent with a fair and thorough investigation and will keep the progress of the case under review. They should at the outset set a target date for reviewing the progress of the investigation and consulting the CPS about whether to proceed; charge the individual with an offence, or close the case.

Wherever possible the review should take place no later than 4 weeks after the initial meeting and if the decision is to continue to investigate the allegation, dates for subsequent review should be set at that point. (It is open to the police to consult the CPS about the evidence that will need to be obtained in order to charge a person with an offence at any stage).

SECTION THREE – AFTER THE INVESTIGATION

21. Cases subject to police/social care investigation: sharing information

If the Police / CPS decide not to charge the individual with an offence, or decide to administer a caution, or the person is acquitted by a Court, the police should wherever possible aim to pass all information they have which may be relevant to a disciplinary case to the employer within 3 working days of the decision.

In any case in which children's social care has undertaken enquiries to determine whether the child or children are in need of protection, any information obtained in the course of those enquiries which is relevant to a disciplinary case should also be passed to the school.

If the person is convicted of an offence the police should also inform the employer straight away so that appropriate action can be taken.

In those cases above, the Police/Assessment Team Managers must inform the LADO, immediately. A further strategy meeting will be required if the investigation has highlighted professional conduct issues, which may need to be addressed through the disciplinary process.

The weight of evidence for a criminal prosecution is 'beyond reasonable doubt', whereas the weight of evidence for a civil or disciplinary matter is 'balance of probability', Therefore, no criminal charge or prosecution does not mean no further action should be taken

22. Action to be taken if the allegation is not referred to Social Care/Police

Where the initial consideration decides that the allegation does not involve a possible criminal offence, it will be for the employer to deal with it. Depending on the evidence and information available options will range from no further action to summary dismissal or a decision not to use the person's services in future.

In some cases, further enquiries will be needed to enable a decision about how to proceed. The LADO should discuss with the Head teacher, Chair of Governors (in the case of an allegation against the Head teacher), and where appropriate the school's human resources department, how and by whom the investigation will be undertaken. Normally this will be by a senior member of the school's staff, however, lack of appropriate resource or nature or complexity of the allegation may require an independent investigator, which the LA will provide at an affordable cost.

The investigating officer conducting a disciplinary investigation, should aim to provide a report to the employer within 10 working days.

If the nature of the allegation does not require formal disciplinary action, the Head teacher should institute an appropriate way forward within 3 working days. If a disciplinary hearing is required and can be held without further investigation, the hearing should be held within 15 working days.

The Head teacher may decide to:

- Take no action in relation to the member of staff if the allegation is accepted to be of a malicious or false nature
- Provide professional advice (in the case of a minor professional conduct issue)
- Consider whether any organisational, procedure or policy failures contributed to the situation which should be addressed
- Institute an investigation under disciplinary procedures (in the case of a professional conduct issue). This should be taken forward in accordance with the disciplinary procedures adopted by the Governing Body, with the assistance of the schools Human Resources department, (see above).

23. Action to be taken if allegation is found to be deliberately invented/unfounded (see Appendix 9 for definitions)

The Head teacher/LADO may conclude that the allegation is without foundation or the Police/ Duty and Assessment Team may determine the allegation is without foundation following a full investigation. In this case, the Headteacher, (or Chair of Governors where the allegation is against the Headteacher) should in consultation with the LADO and:

1. refer any false allegation to the Duty and Assessment Team to determine whether the child concerned is in need of services, or may have been abused by someone else.
2. Inform the member of staff orally and in writing of the allegation and that no further action is to be taken under disciplinary or child protection procedures. The member of staff may be accompanied by a trade union representative or friend
3. Consider whether counselling and/or informal professional advice to the member of staff is appropriate, and the form either might take
4. Inform the parents of the child or children of the allegation that it has been dealt with appropriately. Parents do not have the right to know the detail and outcome of any investigation.
5. Consider appropriate counselling and support for the child or children who made the allegation(s) and, where appropriate, their parents: in particular, consider what follow up action should be taken in regard to a person or child

who has made an allegation that is shown to be false or unfounded, especially if it is shown to have been made maliciously.

For further guidance, see “Managing the Aftermath of Unfounded and Unsubstantiated Allegations” at http://www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/otheragencyroles/irsc/IRSC_Guidance_Documents/

Prepare a report, embodying 1-5 above, and giving reasons for the conclusion that the allegation is without foundation. In the rare event that an allegation is shown to have been deliberately invented or malicious, the Headteacher should consider whether any disciplinary action is appropriate against the pupil who made it, or the police should be asked to consider whether any action might be appropriate against the person responsible if s/he was not a pupil.

24. Action to be taken following the conclusion of any criminal proceedings

The LADO should discuss with the Headteacher, or Chair of Governors, if the allegation concerned the Headteacher, and the school’s Personnel Consultant, whether or not a disciplinary hearing should be convened. If it is decided to convene a disciplinary hearing, the Headteacher/Chair should also consider with Human resources what training/guidance/support should be provided to the members of the Governing Body who will hear the case.

Relevant information from the police/social care investigation, including witness statements (with permission), exhibits, and transcripts of video recorded interviews with children (with parent/child permission), can be requested from the police, and social care, for use in the disciplinary process, and should be provided without delay. Exceptionally, police or social workers could be requested to attend a hearing as witnesses.

It is important to use investigation material in this way rather than resort to any need to interview a child. The LADO or Human Resource representative attending strategy meetings should raise such a request as part of the strategy meeting process, particularly at first, and final meetings.

Where records cannot be disclosed, the Chair of the Allegations Strategy/Evaluation Meeting should be asked to provide a full summary report for use in the disciplinary process instead.

A clear action plan with timescales should be established to cover:

- a) Any further action via disciplinary procedures
- b) Information to be given to the child and family making the allegation
- c) Information to be given to staff group at school; a meeting to update staff on the current position may be helpful observing the individual’s right to confidentiality
- d) Information to be given to other parents
- e) Support to be made available to pupil and/or family

f) Support to be made available to member of staff

The staff member should not return to school until after:

- Any disciplinary process is completed and appropriate action taken
- A clear action plan to support the child and the member of staff has been agreed

25. Referral to the Independent Safeguarding Authority

The Secretary of State's powers to bar or restrict a person's employment are contained in section 142 of the Education Act 2002. The relevant regulations, setting out the procedure to be followed, are the Education (Prohibition from Teaching or Working with children) Regulations 2003 (SI 2003/1184). The ISA took over the management of such referrals from POCA and List 99 on 20th January 2009.

A relevant employer, or agent (e.g. a teacher supply agency), is required by law from 12.10.09 to make a referral to the ISA, where they cease to use a person's services, or the person ceases to provide his/her services, before or after a disciplinary process is completed, because they are considered unsuitable to work with children, as a result of misconduct, or because of a medical condition that raises a possibility of risk to the safety or welfare of children. The report should be made within one month. Compromise agreements must not be used in these cases, and do not override the statutory duty to report the matter. Failure to make such referrals is an offence and carries a significant penalty.

These reporting arrangements apply to anyone **who works in a school, including volunteers, regardless of what they do. They also apply to staff convicted of a criminal offence, or a substantiated serious concern which has been investigated by referral to a LADO**, against children outside the work setting. In both instances advice can be sought from the LADO as to referral requirements to ISA.

The person reported will be notified by the ISA, if they are "minded to bar", and invited to make representations before a final decision is made. If a person's name is listed, there are limited circumstances in which a bar or restriction can be reviewed by appeal to the Secretary of State or the Care Standards Tribunal.

Anyone subject to a direction under section 142 of the 2002 Act given on the grounds that they are unsuitable to work with children is also disqualified from working with children. "Work" includes people in unpaid employment, employed under contract, people under taking work experience and volunteers. Since 12.10.09 it has been a criminal offence to knowingly employ in regulated activity (work in schools for example), a barred person.

There is an additional requirement that schools report such matters to OFSTED. It is the responsibility of the employing body to make this referral, and to inform the individual of its statutory duty to do so.

A form is available for notification from the ISA website <http://www.isa.gov.org.uk>. Reports should be made confidentially by post to ISA, PO Box 181, Darlington, DL1 9FA

26. Recording and the Retention of Records

It is important that a clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is held on the individual's confidential personnel file by the school, and centrally by the LADOs within the Safeguarding and Service Standards Unit for the Local Authority, and a copy provided to the person concerned. The purpose of the record is to enable accurate information to be given in response to any future request for a reference if the person has moved on. It will provide clarification in cases where a future CRB Disclosure reveals information from the police about an allegation that did not result in a criminal conviction, and it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record should be retained at least until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer.

The format for a summary report of an allegation for the personnel file is attached as Appendix 9

Where a pupil has made an allegation, a copy of the statement or the record made of it should be kept on the section of a pupil's personal file, which is not open to disclosure, together with a written record of the outcome of the investigation. If there are related criminal or civil proceedings, records may be subject to disclosure, and therefore no assurances can be given regarding confidentiality.

LADO's are required to keep records of all consultations by schools regarding child protection allegations against staff, and the threshold for referral to investigating agencies, and to complete a statistical return of information relating to allegations for the Havering Local Safeguarding Children's Board, and for national collation by the DfE

27. Additional sources and documents used in the preparation of this guidance: -

- Joint NEOST/Teacher Union Guidance on Education Staff and Child Protection: Staff facing an allegation of Abuse
- DCFS Safeguarding Children and Safer Recruitment in Education 2007
- Child Protection: Procedures for Barring or Restricting people Working with Children in Education DCSF July 2003
- 'Working together to safeguard children' HM Government 2010
- Joint NEOST/Teacher Union Guidance on Preventing Abuse of Trust
- Use of Force Guidance 2010 DCSF
- 'Guidance on the Use of Restrictive Physical Interventions for Staff Working with Children and Adults who Display Extreme Behaviour in Association with Learning Disability and/or Autistic Spectrum Disorders' July 2002 DfEE
- 'Guidance on the Use of Restrictive Physical Interventions for Pupils with Severe Behavioural Difficulties' Sept 2003 DCSF
- Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings 2009

SECTION FOUR – APPENDICES

Appendix 1

EXPLANATION OF ROLES AND ABBREVIATIONS

Chair of Governors

The Chair, or in their absence the Vice/Deputy Chair will be responsible for liaising with the LADO when an allegation is made against the Headteacher. The Chair in this instance will attend Strategy Meetings and take forward any action that is needed to protect pupils within the school.

Named Child Protection Co-ordinator

A senior member of staff with specific responsibility for co-ordinating child protection in school (referred to in national guidance as the Designated Senior Person for Child Protection), who must report any allegations against staff to the Headteacher or Chair of Governors. May be asked to support the child during the process and therefore if also a Union Representative can not support both the pupil and member of staff.

Duty & Assessment Team

All new referrals to front-line services in Havering are made through the Duty & Assessment Team on 01708 433222, which is open 9.00am to 5.00 pm.

Out of office hours, urgent referrals can be made to the emergency duty team on 01708 433999

Headteacher

Responsible for creating a safe environment in the school and ensuring all staff are aware of the child protection procedures. The Headteacher must consult with the LADO regarding any allegation of abuse made against a staff member and attend any meetings as requested. The Headteacher is responsible for taking forward any action within the school, which is required to protect children.

Local Authority Designated Officer (LADO)

LADO's provide advice and guidance to schools and all other employers and agencies employing or using the services of adults to work with children in Havering in relation to allegations of abuse by staff. The LADO gives initial advice on whether a matter can be dealt with internally, or requires consideration by police and social care, and on first steps. If required, the to a LADO, will consult with police where necessary, and advise referral to the Duty & Assessment Team where police agree joint investigation is required.

Assessment Team managers or LADOs chair Allegations Strategy/Evaluation Meetings, and monitor the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process. The LADO can be contacted through the Safeguarding & Service Standards Unit on 01708 434315.

Human Resources

This department will be able to advise and support Headteachers and Governing bodies on employment related issues i.e. disciplinary matters, safer recruitment, and any other matters relating to allegations against staff.

Police

Have a duty and responsibility to investigate criminal offences committed against children.

Social Care

Social care teams for children provide services to a range of children in need, including those who require accommodation and legal proceedings to ensure their safe care. Children's Social Care teams undertake the authority's specific legal duties in respect of children under the Children Act 1989. That includes a general duty to safeguard and promote the welfare of children in the area who are in need under section 17 of the Act, and to make enquiries if there is reason to suspect that a child in the area is suffering or likely to suffer significant harm under section 47.

Havering Local Safeguarding Children Board HLSCB (replaced the ACPC in 2006)

The statutory multi-agency body which acts as a focal point for local co-operation to safeguard children, and is responsible for setting and updating inter-agency policy and procedures for the protection of children in the area.

Staff Member

Any paid adult or volunteer who works in a school or educational establishment has responsibility for the protection of pupils and must follow any guidance provided regarding safe practice, and report any allegations of abuse relating to school staff to the Headteacher, allegations against the Headteacher to the Chair of Governors, or for another service to their line manager.

Appendix 2

SUSPENSION

1. Introduction

In all cases where a member of staff is to be suspended the following process must be followed:

2. Reasons for Suspension

Suspension should not be undertaken without good reason. Circumstances in which suspension properly occurs include:

- Where a child or children is/are at risk

. Appendix 2 outlines the process of suspension).

Where suspension is in place, a school link person should be appointed to maintain the links between the school and the suspended member of staff, and a contact person where necessary (see paragraph 20 and Appendix 3).

A decision to suspend and/or take disciplinary action is for the Headteacher, [Chair of Governors in the case of the allegation concerning the Headteacher], in consultation with their personnel consultant. However, where a strategy discussion or initial evaluation concludes that there should be enquiries by social care and/or an investigation by the police, the LEO/LADO should canvass police/social care views about whether the accused member of staff needs to be suspended from contact with children, to inform the school's consideration of suspension. Suspension should only be considered if:

- a) Where a child or children is/are at risk
- b) Where the allegation/s is/are so serious that it warrants investigation by police/dismissal for gross misconduct is possible
- c) Where a suspension is necessary to allow the conduct of the investigation to proceed unimpeded

Suspension and likewise the lifting of suspension may be considered at any stage of an investigation. Suspension is a neutral act, not a disciplinary sanction, and will be on full pay. Only the Governing Body has the power to re-instate a suspended member of staff.

Paid leave of absence, mutual agreement to refrain from work, alternative duties/locations or removal from direct contact with the pupil[s] may also be used as an alternative to suspension.

A risk assessment must be undertaken for each individual case to determine whether the member of staff should be suspended. This assessment should take into account the context of the allegation, background information regarding the member of staff and information regarding the family/ pupil. This assessment must be recorded and a copy kept on the member of staff's file (this copy anonymising information about third parties).

(Format for risk assessments can be found at Appendix 3.)

If a decision is made that the alleged member of staff should be suspended either at the beginning of the process or during the investigation, the Headteacher must consult with the Personnel Consultant to ensure the correct procedure is followed. Four S Personnel provides this service in the event of an allegation of a child protection nature, even where a school purchases personnel advice from another source. The suspension must be confirmed in writing.

20. Support

The suspended member of staff should be given the name of contact person. The main role of the contact person is to ensure that the employee is informed of the up to date position on any ongoing investigations.

The welfare aspect of dealing with employees who are the subject of allegations of child abuse is important. Headteachers have a duty to handle the process of investigation sensitively and arrange for independent support and counseling if required. Where an employee is suspended, support can be sought from the Employee Assistance Programme, where the school purchases this service or through the individual's own GP. If the person is a member of a professional association s/he should be advised to contact that body at the outset

Being suspended or asked to refrain from work can give rise to great anxiety in the individual subject to the allegations. They may fear that colleagues and others within the school/community will have interpreted the very fact of suspension as an indicator of presumed guilt from an early stage. In the case of a Headteacher, it should be acknowledged that they might feel particularly isolated and vulnerable. According to the needs and wishes of the

member of staff to be kept informed, a colleague contact, or link person, should also be in a position to provide information about developments at the school in general (see Appendix 4).

Concerns are sometimes raised by colleagues who have witnessed behaviour that they consider to be abusive or inappropriate. It is important to enable staff to disclose their views without fear of retribution, even if the concerns are subsequently unsubstantiated. Such staff should be supported in accordance with the council's or school's Whistle Blowing Policy.

21. Action to be taken during Social Care/Police investigations

A contact person should be appointed who can support the member of staff and advise them of progress (see 20 above and Appendix 3).

The LEO/LADO is responsible for checking the progress of any investigation. Close communication is required between the Education personnel involved, the Police and Social Care. The initial strategy meeting will have determined the need for any further strategy meeting(s) and how the progress of the investigation will be monitored.

If a criminal investigation is required, the police will aim to complete their enquiries as quickly as possible consistent with a fair and thorough investigation and will keep the progress of the case under review. They should at the outset set a target date for reviewing the progress of the investigation and consulting the CPS about whether to proceed; charge the individual with an offence, or close the case. Wherever possible the review should take place no later than 4 weeks after the initial action meeting and if the decision is to continue to investigate the allegation, dates for subsequent review should be set at that point. (It is open to the police to consult the CPS about the evidence that will need to be obtained in order to charge a person with an offence at any stage).

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SECTION THREE – AFTER THE INVESTIGATION

22. Cases subject to police/social care investigation: sharing information

If the Police / CPS decide not to charge the individual with an offence, or decide to administer a caution, or the person is acquitted by a Court, the police should wherever possible aim to pass all information they have which may be relevant to a disciplinary case to the employer within 3 working days of the decision. In any case in which children's social care has undertaken enquiries to determine whether the child or children are in need of protection, any information obtained in the course of those enquiries which is relevant to a disciplinary case should also be passed to the school.

If the person is convicted of an offence the police should also inform the employer straight away so that appropriate action can be taken.

In those cases above, the Police/Assessment Team Managers must inform the LEO/LADO, immediately. A further strategy meeting will be required if the investigation has highlighted professional conduct issues, which may need to be addressed through the disciplinary process.

The weight of evidence for a criminal prosecution is 'beyond reasonable doubt', whereas the weight of evidence for a civil or disciplinary matter is 'balance of probability', Therefore, no criminal charge or prosecution does not mean no further action should be taken

23. Action to be taken if the allegation is not referred to Social Care/Police
Where the initial consideration decides that the allegation does not involve a possible criminal offence, it will be for the employer to deal with it. Depending on the evidence and information available options will range from no further action to summary dismissal or a decision not to use the person's services in future.

In some cases, further enquiries will be needed to enable a decision about how to proceed. The LEO/LADO should discuss with the Headteacher, Chair of Governors (in the case of an allegation against the Headteacher), and where appropriate the school's personnel advisor, how and by whom the investigation will be undertaken. Normally this will be by a senior member of the school's staff, however, lack of appropriate resource or nature or complexity of the allegation may require an independent investigator, which the LA will provide at an affordable cost. The investigating officer conducting a disciplinary investigation, should aim to provide a report to the employer within 10 working days

If the nature of the allegation does not require formal disciplinary action, the Headteacher should institute an appropriate way forward within 3 working days. If a disciplinary hearing is required and can be held without further investigation, the hearing should be held within 15 working days.

The Headteacher may decide to:

- Take no action in relation to the member of staff if the allegation is accepted to be of a malicious or false nature
- Provide professional advice (in the case of a minor professional conduct issue)
- Consider whether any organisational, procedure or policy failures contributed to the situation which should be addressed
- **Institute an investigation under disciplinary procedures (in the case of a professional conduct issue). This should be taken forward in accordance with the disciplinary procedures adopted by the Governing Body, with the assistance of the Personnel Consultant, (see above).**

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24. Action to be taken if allegation is found to be deliberately invented/unfounded (see Appendix 9 for definitions)

The Headteacher/ LEO/LADO may conclude that the allegation is without foundation or the Police/Assessment Team may determine the allegation is without foundation following a full investigation. In this case, the Headteacher, (or Chair of Governors where the allegation is against the Headteacher) should in consultation with the LEO/LADO:

1. refer any false allegation to the Contact Centre Children's Team to determine whether the child concerned is in need of services, or may have been abused by someone else.
2. Inform the member of staff orally and in writing of the allegation and that no further action is to be taken under disciplinary or child protection procedures. The member of staff may be accompanied by a trade union representative or friend
3. Consider whether counselling and/or informal professional advice to the member of staff is appropriate, and the form either might take
4. Inform the parents of the child or children of the allegation that it has been dealt with appropriately. Parents do not have the right to know the detail and outcome of any investigation.

5. Consider appropriate counselling and support for the child or children who made the allegation(s) and, where appropriate, their parents: in particular, consider what follow up action should be taken in regard to a person or child who has made an allegation that is shown to be false or unfounded, especially if it is shown to have been made maliciously. For further guidance, see "Managing the Aftermath of Unfounded and Unsubstantiated Allegations" at

http://www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/otheragencyroles/irsc/IRSC_Guidance_Documents/

Prepare a report, embodying 1-5 above, and giving reasons for the conclusion that the allegation is without foundation. In the rare event that an allegation is shown to have been deliberately invented or malicious, the Headteacher should consider whether any disciplinary action is appropriate against the pupil who made it, or the police should be asked to consider whether any action might be appropriate against the person responsible if s/he was not a pupil.

25. Action to be taken following the conclusion of any criminal proceedings **The LEO/LADO should discuss with the Headteacher, or Chair of Governors, if the allegation concerned the Headteacher, and the school's Personnel Consultant, whether or not a disciplinary hearing should be convened. If it is decided to convene a disciplinary hearing, the Headteacher/Chair should also consider with the Personnel Consultant what training/guidance/support should be provided to the members of the Governing Body who will hear the case.**

Relevant information from the police/social care investigation, including witness statements (with permission), exhibits, and transcripts of video recorded interviews with children (with parent/child permission), can be requested from the police, and social care, for use in the disciplinary process, and should be provided without delay.

Exceptionally, police or social workers could be requested to attend a hearing as witnesses. It is important to use investigation material in this way rather than resort to any need to interview a child. The LEO/LADO or Personnel Consultant attending strategy meetings should raise such a request as part of the strategy meeting process, particularly at first, and final meetings. Where records cannot be disclosed, the Chair of the Managing Allegations Strategy/Evaluation Meeting should be asked to provide a full summary report for use in the disciplinary process instead.

A clear action plan with timescales should be established to cover:

- a) Any further action via disciplinary procedures
- b) Information to be given to the child and family making the allegation
- c) Information to be given to staff group at school; a meeting to update staff on the current position may be helpful observing the individual's right to confidentiality
- d) Information to be given to other parents
- e) Support to be made available to pupil and/or family
- f) Support to be made available to member of staff

The staff member should not return to school until after:

- Any disciplinary process is completed and appropriate action taken
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26. Referral to the Independent Safeguarding Authority

The Secretary of State's powers to bar or restrict a person's employment are contained in section 142 of the Education Act 2002. The relevant regulations, setting out the procedure to be followed, are the Education (Prohibition from Teaching or Working with children)

Regulations 2003 (SI 2003/1184). The ISA took over the management of such referrals from POCA and List 99 on 20th January 2009.

A relevant employer, or agent (e.g. a teacher supply agency), is required by law from 12.10.09 to make a referral to the ISA, where they cease to use a person's services, or the person ceases to provide his/her services, before or after a disciplinary process is completed, because they are considered unsuitable to work with children, as a result of misconduct, or because of a medical condition that raises a possibility of risk to the safety or welfare of children. The report should be made within one month. Compromise agreements must not be used in these cases, and do not override the statutory duty to report the matter. Failure to make such referrals is an offence and carries a significant penalty.

These reporting arrangements apply to anyone who works in a school, including volunteers, regardless of what they do. They also apply to staff convicted of a criminal offence, or a substantiated serious concern which has been investigated by referral to a LADO, against children outside the work setting. In both instances advice can be sought from the LADO as to referral requirements to ISA.

The person reported will be notified by the ISA, if they are "minded to bar", and invited to make representations before a final decision is made. If a person's name is listed, there are limited circumstances in which a bar or restriction can be reviewed by appeal to the Secretary of State or the Care Standards Tribunal.

Anyone subject to a direction under section 142 of the 2002 Act given on the grounds that they are unsuitable to work with children is also disqualified from working with children. "Work" includes people in unpaid employment, employed under contract, people under taking work experience and volunteers. Since 12.10.09 it has been a criminal offence to knowingly employ in regulated activity (work in schools for example), a barred person.

There is an additional requirement that schools report such matters to OFSTED. It is the responsibility of the employing body to make this referral, and to inform the individual of its statutory duty to do so.

A form is available for notification from the ISA website <http://www.isa.gov.org.uk>. Reports should be made confidentially by post to ISA, PO Box 181, Darlington, DL1 9FA

27. Recording and the Retention of Records

It is important that a clear and comprehensive summary of any allegations made, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is held on the individual's confidential personnel file by the school, and centrally by the LADOs within the Safeguards Service for the Local Authority, and a copy provided to the person concerned. The purpose of the record is to enable accurate information to be given in response to any future request for a reference if the person has moved on. It will provide clarification in cases where a future CRB Disclosure reveals information from the police about an allegation that did not result in a criminal conviction, and it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time. The record should be retained at least until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer.

The format for a summary report of an allegation for the personnel file is attached as Appendix 9

Where a pupil has made an allegation, a copy of the statement or the record made of it should be kept on the section of a pupil's personal file, which is not open to disclosure, together with a written record of the outcome of the investigation. If there are related criminal or civil proceedings, records may be subject to disclosure, and therefore no assurances can be given regarding confidentiality.

LEOs/LADOs are required to keep records of all consultations by schools regarding child protection allegations against staff, and the threshold for referral to investigating agencies, and to complete a statistical return of information relating to allegations for the Surrey Children's Safeguarding Board, and for national collation by the DCFS

28. Additional sources and documents used in the preparation of this guidance: -

- Surrey Safeguarding Children Board Procedures
- Joint NEOST/Teacher Union Guidance on Education Staff and Child Protection: Staff facing an allegation of Abuse
- DCFS Safeguarding Children and Safer Recruitment in Education 2007
- Child Protection: Procedures for Barring or Restricting people Working with Children in Education DCSF July 2003
- 'Working together to safeguard children' HM Government 2010
- Joint NEOST/Teacher Union Guidance on Preventing Abuse of Trust
- Use of Force Guidance 2010 DCSF
- 'Guidance on the Use of Restrictive Physical Interventions for Staff Working with Children and Adults who Display Extreme Behaviour in Association with Learning Disability and/or Autistic Spectrum Disorders' July 2002 DfEE

- ‘Guidance on the Use of Restrictive Physical Interventions for Pupils with Severe Behavioural Difficulties’ Sept 2003 DCSF
- Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings 2009

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SECTION FOUR – APPENDICES

Appendix 1

EXPLANATION OF ROLES AND ABBREVIATIONS

Chair of Governors

The Chair, or in their absence the Vice/Deputy Chair will be responsible for liaising with the SPSO when an allegation is made against the Headteacher. The Chair in this instance will attend Strategy Meetings and take forward any action that is needed to protect pupils within the school.

Child Protection Liaison Officer [CPLO]

A senior member of staff with specific responsibility for co-ordinating child protection in school (referred to in national guidance as the Designated Senior Person for Child Protection), who must report any allegations against staff to the Headteacher or Chair of Governors. May be asked to support the child during the process and therefore if also a Union Representative can not support both the pupil and member of staff.

Contact Centre Children’s Team

All new referrals to front-line services in Surrey are made through the Contact Centre on 0300 200 1006, which is open 8.00am to 6.00 pm.

Professionals may also telephone an Assistant Team Manager on 0208 541 7401 or 0208 541 7402 to consult prior to making a referral about a child if required. (Consultations about CP allegations against adults working with children should be with the school’s LEO, or LADO on 01372 833321)

Out of office hours, urgent referrals can be made to the emergency duty team on 01483 517898.

Headteacher

Responsible for creating a safe environment in the school and ensuring all staff are aware of the child protection procedures. The Headteacher must consult with the LEO/LADO regarding any allegation of abuse made against a staff member and attend any meetings as requested. The Headteacher is responsible for taking forward any action within the school, which is required to protect children.

Local Authority Designated Officer (LADO) LADOs provide advice and guidance to schools and all other employers and agencies employing or using the services of adults to work with children in Surrey in relation to allegations of abuse by staff. The LADO (or LEO for maintained schools) gives initial advice on whether a matter can be dealt with internally, or requires consideration by police and social care, and on first steps. If required, the LEO will pass to a LADO, who will consult with police where necessary, and advise referral to the Contact Centre Children’s Team where police agree joint investigation is required. Assessment Team managers or LADOs chair Managing Allegations Strategy/Evaluation Meetings, and monitor the progress of cases to ensure that they are dealt with as quickly as possible consistent with a

thorough and fair process. Duty LADO can be contacted through the Safeguarding Unit Duty Desk on 01372 833321

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Local Education Officers LEOs

In this context, these senior officers have delegated designated responsibility for advice support and challenge to Headteachers and Chairs of Governors dealing with allegations against staff and others within maintained schools settings.

Personnel Consultant

This officer will be able to advise and support Headteachers and Governing bodies on employment related issues i.e. disciplinary matters, safer recruitment, and any other matters relating to allegations against staff.

Police

Have a duty and responsibility to investigate criminal offences committed against children.

The Public Protection Investigation Units in each area have officers trained to deal with investigations involving vulnerable witnesses, and these are considered at Detective inspector level.

Press Office

The County Council's Press Office, located within the Corporate Communications Team at County Hall, provides support to the LA (including maintained schools) on child protection matters. The Press Office is normally designated as the point of contact for all media enquiries on SCC issues, and will liaise with SCC personnel, the LEO/LADO, the police press office and other agencies as necessary. Matters arising in regard to allegations against staff should be directed to Paul Marinko, Media Relations Manager on 0208 541 9548, mobile 07970 311912, Kevin Richardson 0208 541 7267, Angela Lovell 020 8541 9708, or Joy Ridley 020 8541 8996.

Professional Association Representative

The contact (and possibly case officer) from the relevant Professional Association (ATL, NAHT, PAT, NASUWT, NUT, ASCL (formerly SHA), UNISON, GMB etc) who will be dealing with the contact and progress of the case. S(he) may be an additional link between the school, the LA or any of the other services involved.

Residential Services Manager (RSM)

Residential Services Managers offer external consultation and advice to all residential special schools in Surrey in matters of the safeguarding and care and support of young people. Given the higher rate of child protection issues that inevitably arise from such places, in particular from the EBD schools, Headteachers and CPLO's in these schools may consult with the RSM if they wish, who will direct them to the LEO/LADO as appropriate.

Social Care

Social care teams for children provide services to a range of children in need, including those who require accommodation and legal proceedings to ensure their safe care. Social Care Children's teams undertake the authority's specific legal duties in respect of children under the Children Act 1989. That includes a general duty to safeguard and promote the welfare of children in the area who are in need under

section 17 of the Act, and to make enquiries if there is reason to suspect that a child in the area is suffering or likely to suffer significant harm under section 47. The Assessment Teams take all new referrals from the Contact Centre Children's Team.

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Surrey Children's Safeguarding Board SCSB (replaced the ACPC in 2006)
The statutory multi-agency body which acts as a focal point for local co-operation to safeguard children, and is responsible for setting and updating inter-agency policy and procedures for the protection of children in the area.
Staff Member

Any paid adult or volunteer who works in a school or educational establishment has responsibility for the protection of pupils and must follow any guidance provided regarding safe practice, and report any allegations of abuse relating to school staff to the Headteacher, allegations against the Headteacher to the Chair of Governors, or for another service to their line manager.

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Appendix 2

SUSPENSION

1. Introduction

In all cases where a member of staff is to be suspended the following process must be followed:

2. Reasons for Suspension

Suspension should not be undertaken without good reason. Circumstances in which suspension properly occurs include:

d) Where a child or children is/are at risk

e) Where the allegation/s is/are so serious that it warrants investigation by police/dismissal for gross misconduct is possible

f) Where a suspension is necessary to allow the conduct of the investigation to proceed unimpeded

In all cases where suspension is being considered, the Headteacher or the Chair of Governors should advise the individual to seek assistance from his or her Trades Union or Professional Association.

In certain circumstances, for example, a clearly vexatious allegation against a member of staff or a minor conduct issue, a different approach could be justifiable. To suspend automatically following an allegation of this nature could be unnecessary and damaging to staff. In such circumstances the Headteacher must take advice from the LEO/LADO and Personnel Consultant so he/she can then consider the weight and balance of the circumstances and evidence. A risk assessment should be completed.

In cases of allegations of potential child abuse, if a decision not to suspend is taken, this should be clearly documented and the LEO/LADO and Chair of Governors informed accordingly. Headteachers must be aware of Surrey's Child Protection Procedures and the LA guidance when dealing with allegations against staff. Further advice is available in the document 'Staff Subject to allegations, Thresholds and Alternatives to Suspension' at

http://www.teachernet.gov.uk/wholeschool/familyandcommunity/childprotection/otheragencyroles/irsc/IRSC_Guidance_Documents/

3. Process of Suspension

a) Any decision to suspend a member of staff can only be made by the Headteacher/Chair of Governors acting in consultation with the Personnel Consultant and LEO/LADO. The Chair of the Governors will therefore need to be informed.

b) In the case of an incident where it is not practicable to obtain immediate advice, for example at the weekend, a reasonable course of action, as an interim measure, would be to send the individual(s) home. Although legally this may be regarded as suspension, at this stage the proper process of suspension will not have been taken. Also, the action is easily reversible, should the Headteacher, in consultation with the LEO/LADO and Personnel Consultant, subsequently decide to take alternative action. If the decision is subsequently to suspend, then the normal process should be carried out immediately.

c) The suspension must be carried out face to face with the member of staff concerned. He/she should be provided with the opportunity to be accompanied at the meeting to suspend him or her.

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d) The process must be handled sensitively. The member of staff should be informed that an allegation has been made against him/her and that suspension is being considered as a precautionary measure pending a full investigation of the case.

e) The member of staff should be given as much information, including reasons for any proposed suspension, as is consistent with not interfering with an investigation into the allegation. The LEO/LADO will advise on this in liaison with the Child Protection agencies.

f) The member of staff should be informed that he/she would attend an investigatory interview normally in this event with the Police, and will have the opportunity to put forward his/her side of the case.

g) When called to an interview where suspension is a possible outcome the member of staff should be advised to seek the advice and assistance of his or her Trade Union or Teacher Association. A colleague or 'friend' may assist an individual who is not a member of a Teacher Association/Trade Union. An information leaflet "Guidance for Adults facing an Allegation of Child Abuse at Work" is available at www.surreycc.gov.uk/safeguarding for the member of staff. You should fill in the support contact details on the back page.

h) The member of staff should be offered a Contact Person, normally from outside his/her line management (usually from the LA in the case of a maintained school), who can offer help and guidance during the subsequent process. (See guidance notes on the role of the Contact Officer). They should also be reminded they can access the Employee Assistance Programme support line (where appropriate). Note: Where there is a need to suspend a member of staff on a Friday or just before a holiday period, special consideration should be given to the support arrangements to ensure immediate availability.

i) It should be explained to the member of staff that his/her suspension will be on full pay and that he/she will be required to be contactable by management during the period of suspension. However, in order not to prejudice the objectivity of the investigation, the member of staff will not be permitted to attend the workplace or contact any colleagues or other staff

without the permission of the Headteacher or, in the case of a Headteacher, the Chair of Governors or Personnel Consultant.

j) If as a result of the interview it is considered by the Head teacher/Chair of Governors that suspension is necessary along with a full investigation of the allegation, the individual should be advised that he or she is suspended from duty. Written confirmation of the suspension should be dispatched within one working day, giving the reasons for suspension. Wherever possible written confirmation should be prepared and handed to the individual at the meeting, with a copy for their professional association representative if required.

k) It is also appropriate to agree with the member of staff what his/her colleagues and the wider school community will be told concerning the reason for his/her absence. This is particularly important in cases of a sensitive nature and will allay continued suspicions or doubts if he/she returns to work on the conclusion of any investigation/disciplinary action.

l) The member of staff should be asked to return any school/pupil books or keys, as appropriate, and, under supervision, collect any personal belongings, which he/she might need during the period of suspension.

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4. Review of Suspension

a) All suspensions must be kept under constant review and should be subject to a formal review with the member of staff and his/her Teacher Association/Trade Union or other representative as in accordance with the Disciplinary Procedure.

b) The aim should be to ensure that suspensions are kept as short as possible. It is unfair on a member of staff to delay the process of investigation and resolution of any disciplinary issues.

c) Except in very complex circumstances individuals should not be subject to protracted suspensions.

d) Suspension can only be lifted by the full governing body. Use the advice and support of your personnel consultant.

Application of the above to Headteachers

Note: In cases where Headteachers are the subject of allegations and are suspended, the same principles will apply except that the Chair of the Governors will be responsible for the suspension.

RISK ASSESSMENT FOR SUSPENSION

The following factors need to be considered:

Suspension should only be considered if one or more of the following apply:

- Where a child or children is/are at risk
- Where the allegation/s is/are so serious they warrant investigation by the police/dismissal for gross misconduct is possible
- Suspension is necessary to allow the conduct of the investigation to proceed unimpeded

A plan to manage risk may be a suitable alternative; police/social care/LADO view should be taken into account where involved

CONTENT OF ALLEGED INCIDENT:

Duration and frequency of alleged abuse

Degree of threat or cohesion

Extent of premeditation

Degree and nature of alleged harm

CONSIDERATION:

INFORMATION RE ACCUSED ADULT:

Previous concerns
Previous allegations
Attitude to allegation
Contact with child

INFORMATION RE CHILD:

Age and level of understanding
Special needs and vulnerability
Impact on health and development
Previous allegations

INFORMATION RE PARENT / CARER:

Attitude to allegation
Expectations
Previous allegations

ESTABLISHMENT/AGENCY PROCEDURES AND POLICY:

Policy/procedure in place?
Degree of compliance
Training
Risk identified and action plan:
Decision to suspend: YES/NO
Date of decision
Name and signature of responsible manager:

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Appendix 4

ROLE OF THE CONTACT PERSON

1. Introduction

It is recognised that there is a need for school or other management, within their duty of care, to provide some means of support to members of staff who have been suspended in the context of an allegation of a child protection nature. In such circumstances the individual involved is likely to be experiencing feelings of worry and depression; they may also be feeling isolated from their workplace and colleagues.

It is important that staff are not left unaware of what is happening in relation to the Child Protection/disciplinary investigation, as this may also lead to further stress and ill health. In addition, it must be understood that the allegations may have placed an individual in a difficult situation in relation to handling the implications of the allegations on his/her family.

In view of the above and in order to give support in cases of allegations against a member of staff or where a member of staff is suspended, it is recommended that an appropriate person is selected to undertake the role of Contact Person to ensure the individual is kept update with the progress of the proceedings.

Similar support will also be available from the Trade Unions/Teacher Associations. It is intended that these provisions will be complementary to the support offered by such unions/associations.

Where suspension is in place, it is good practice to appoint a member of the school staff to act as a contact or link person, and to ensure that the individual is kept abreast of any significant school events or changes.

2. Allocation of a Contact Person

- (a) The Contact Person allocated should normally be outside the line management of the person suspended, but a member of the Senior Management Team. They may exceptionally be a Personnel Consultant not directly involved in the investigation.
- (b) He/she should ideally be a sensitive and caring person who will be able to coordinate the necessary level of support to the suspended employee and, if appropriate, make any contacts on his/her behalf.
- (c) They should receive in writing from the Head teacher, or Chair of Governors if the allegation concerns the Head teacher, instructions regarding information that they can share, how they should maintain contact and how often this should take place.
- (d) The Contact Person must be acceptable to the person suspended. If not, perhaps for personality reasons, an alternative Contact Person will be offered to give support.
- (e) When a staff member's suspension is confirmed in writing, the name of the Contact Person allocated, and his/her contact number, should be included in the letter.

(f) It is good practice for the Contact Person to make initial contact with the suspended member of staff as soon as possible after the suspension. Contact thereafter will be according to the wishes of the person suspended and his/her Association/Union representative.

3. Role of Contact Person

The main roles of the contact person, in keeping in touch with the person at agreed intervals, usually by phone, are:

- (a) to keep the person in touch with ordinary events at school, with the intention of lessening the feeling of being divorced from the life of the organisation when they may return.
- (b) to keep the individual up to date with the progress of the proceedings, without getting into discussion of the case.
- (c) to recognise that the disciplinary process may be personally very stressful. To help the individual to cope with this, the contact person may support him/her in seeking additional help or counselling, e.g. from his/her GP, the Employee Assistance Programme.**
- (d) to feed back any concerns to those investigating/ managing the case about the employee's well being so that appropriate action can be taken.

4. Management Support for the Contact Person

The Contact Person is seen as having a key role in coordinating staff support by the LA during any suspension. This support will be made available to all staff who are suspended, but particular attention should be paid to those cases which, by their nature, are especially sensitive, e.g. in relation to matters of a sexual nature or where allegations of abuse of children may be involved. Because of the particular pressures that such allegations create, there may be a need for additional specialist support pending the outcome of the suspension.

In relation to the above, the Contact Person's own line manager needs to be aware of his/her involvement in supporting a suspended member

of staff and the impact and effect which this may have on them in both personal terms and in relation to time commitment.

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Appendix 5

Flowchart 1: DCFS Guidance

“Lead officer” above refers to the relevant LADO

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Appendix 6

Flowchart 2: Steps Relating to Child Protection Allegations Against Staff or Adults Connected with the School

Head informed of Child Protection concern

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Basic facts established and recorded (don't investigate)

No further Child Protection action

Consider options – seek advice from Local Education Officer/LADO same day

LEO will refer to LADO if police consultation indicated

LADO decides threshold with Police to refer to Contact Centre Children's Team

Consider other action in discussion with the Local Education Officer if required (e.g. complaints procedure, disciplinary procedure) within 3 working days. Hold disciplinary hearing within 15 wds if no further investigation required, OR investigating officer's report to employer within 10 wds and hearing within 15 wds of that

Inform parents/Chair of Governors/person alleged against checking what can be shared with police as appropriate

Further action determined through Strategy/Evaluation discussion

LADO to chase at regular intervals

NB: if the allegation is against the Headteacher, the Chair of Governors follows the same procedures

Appendix 7

Flowchart 3: Possible Outcomes of a Managing Allegations Strategy Meeting
Managing Allegations Strategy Meeting convened

Allegation without foundation

Consider disciplinary procedures / training support and advice

See flowchart 2

Allegation categorised as unsubstantiated/ possible professional misconduct

Section 47 enquiries/criminal investigation Social care enquiries info to employer if wanted for disciplinary

Matter referred to the Crown Prosecution Service/ Court

Police review by 4 weeks and thereafter at agreed intervals

No further action

Support and advice to staff member/child and parent. If deemed false, refer to social care. If deemed deliberately invented or malicious, HT to consider disciplinary re pupil/police consider action re any person if not a pupil

Conviction or acquittal or case does not proceed Police to advise straightaway and pass info for disciplinary use to employer within 3 working days of decision

Consider disciplinary procedure

Consider referral to ISA

Make referral within 1 month

Appendix 8

WHAT IS ACCEPTABLE BEHAVIOUR BY ADULTS TOWARDS PUPILS?

The table below provides some examples of types of behaviour and action to be taken. It is only intended as a guide and every situation must be considered on its own merits and assessed carefully in the context within which it occurs. If in doubt consult.

Category

Physical

Sexual

Emotional

Risk/Action

1) Acceptable behaviour

Good professional practice

- Appropriate physical restraint within permitted limits where it is necessary for the protection of the child or safety of others
- Adhere to Safe Working Practice Guidance provided
- Good classroom management
- There can be no permissible behaviour which either implicitly or explicitly has sexual connotations
- Maintains professional relationship
- Appropriate language and attitude
- Pupils treated with dignity and respect
- No misuse of power
- Adhere to Safe Practice Guidance provided
- Good classroom management
- NONE
- Praise and encourage staff development
- Praise and encourage pupil

2) Inappropriate and unacceptable behaviour

Poor professional conduct

- Questionable use of restraint – no injury
- Poor classroom management
- Not adhering to all aspects of Safe Working Practice Guidance provided
- Pushing/pulling pupils – no injury
- Lack of proper regard for privacy.
- Inappropriate language
- Suggestive remarks, jokes, etc
- Over-use of shouting
- Poor classroom management.
- Inappropriate use of sarcasm.
- Degrading behaviour
- MEDIUM
- Consider disciplinary procedures and/or Consult with LEO/LADO re referral to Contact Centre Childrens Team/police

3) Abusive or potentially abusive behaviour

- Persistent or repeated incidents of above
- Over use of restraint causing an actual injury
- Punching, smacking, kicking

- Deliberate physical assault
- Persistent or repeated incidents of above
- Any overtly sexual contact-touching, grabbing, fondling
- Any sexual relationship with a pupil
- Persistent or repeated threatening or degrading behaviour
- Bullying, racist comments, homophobic comments
- HIGH
- Notify/consult with LEO/LADO re referral to Contact Centre Childrens Team/Police for action through Managing Allegations Strategy Meeting

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Appendix 9

Summary of Child Protection Allegation/Concern relating to
 Name..... Date.....

Explanatory statement

This statement is made in accordance with Safeguarding Children and Safer Recruitment in Education.

Under Paragraph 10, Record Keeping, there is a requirement to keep a clear and comprehensive summary of allegations, how the allegation was followed up and resolved, and a note of any action taken and decision reached. This should be kept on an employee’s confidential personnel file, and a copy provided to the person concerned, and held centrally by the Allegations Manager (Schools and Education)

The purpose of this record is to enable accurate information to be given in response to any future request for a reference should you move on. It will also provide clarification in cases where a future CRB Disclosure reveal information from the police about an allegation that did not result in a criminal conviction. It will also help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time. This record should be retained at least until you have reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer.

Summary of Allegations made:

How Allegation was followed up:

Outcome of investigation*

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Employee Comments

Signed by: 1st Line Manager.....

LADO (if reached social care/criminal threshold)

.....

Employee

*Definitions:

Substantiated - A substantiated allegation is one which is Supported or established by evidence or proof’

Unsubstantiated - An unsubstantiated allegation is not the same as a false allegation. It simply means that there is insufficient identifiable evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

Unfounded - This indicates 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. For

an allegation to be classified as unfounded, it will be necessary to have evidence to disprove the allegation.

Deliberately invented or malicious - This implies a deliberate act to deceive. A malicious allegation may be made by a pupil following an altercation with a teacher or a parent who is in dispute with a school. For an allegation to be classified as malicious, it will be necessary to have evidence, which proves this intention.

(These definitions are taken from "Definitions and Thresholds for Managing Allegations Against Education Staff" issued January 2004 by the IRSC network following consultation and agreement by the DCSF with NEOST, teacher unions, ADSS and ACPO)

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Addresses/Telephone Numbers Of Useful Contacts Appendix 10

How do I refer for assessment by social care?

Contact Centre Children's Team for ALL new referrals to Social Care (Social Services)

Postal address: Contact Centre (Children's) Team

Conquest House

Wood Street

Kingston upon Thames, KT1 1AB

E-mail address: Contactcentre.children@surreycc.gov.uk

Fax number: 020 8541 7309

On-line forms: www.surreycc.gov.uk

Minicom: 020 8541 8914

How to make a Contact or Referral about a child

During the working day you can reach Surrey Contact Centre on 0300 200 1006 between 8am to 6pm Monday to Friday for new Social Care enquiries about children. Out of office hours, urgent referrals can be made to the Emergency Duty Team (01483 517898)

Professionals wanting to consult about whether to make a referral can contact the Duty Manager at the Contact Centre, on 0208 541 7401 / 7402

Consistent with local, inter-agency protocols, the Contact Centre expects to receive non-urgent enquiries and referrals in writing as this saves the Referral and Information Officers' time and helps ensure they are readily available to deal with any really urgent cases. If you believe there is a child protection concern, always telephone the Contact Centre on 0300 200 1006 for advice before submitting your referral form.

The form to use when making referrals to Social Care, and information about the thresholds are available on the CAF website on this webpage: http://www.surreycc.gov.uk/sccwebsite/sccwspages.nsf/LookupWebPagesByTITLE_RTF/What+to+do+if+you+have+concerns+about+a+child?opendocument

The referral form is available in the download section of the above webpage.

The CAF will continue to be relevant where you have already completed one for a child, but takes its position more properly as the tool for working with parents and other agencies to support children at lower and medium levels of concern. A CAF on-line Service Return Form should also be submitted to ensure the CAF is logged centrally. CAF Forms and Procedures, and CAF 1Day Multi-Agency training are accessed from the CAF website www.surreycc.gov.uk/caf.

If you have an allegation or child protection concern about a member of staff or adult working with children which indicates that they have:

1. behaved in a way that has harmed a child, or may have harmed a child
2. possibly committed a criminal offence against or related to a child: or
3. behaved towards a child or children in a way that indicates s/he is unsuitable to work with children

Call your Local Education Officer, LEO first if you are a maintained school, or for any other employer/agency call the Safeguarding Children Unit Duty desk on 01372 833321 to be put through to a Local Authority Designated Officer LADO for allegations, who will advise on threshold for police/social care or internal investigation, and next steps

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Addresses / Telephone Numbers Of Useful Contacts continued

Surrey Safeguarding Children Board

Training enquiries

Fairmount House

Bull Hill

Leatherhead

KT22 7AH

01372 833333

CP Register Enquiries

Gail Collins

01372 833323

Personnel Consultancy Manager

Glenn Bishop

Personnel

FourS

Bay Tree Avenue

Kingston Road

Leatherhead

Surrey KT22 7SY

Personnel helpline 01372 834444 ext 5200

Governors Consultancy Manager

Sue Boustead

Governor Services

FourS

Bay Tree Avenue

Kingston Road

Leatherhead

Surrey KT22 7SY

Tel: 01372 834388

Residential Service Managers (Care Standards Schools and Children's Residential Care)

Alex Niven Tel: 01483 518703

Linda King Tel: 01483 518692

Quadrant Court

32 Guildford Road

Woking

Surrey GU22 7QQ

Assessment, Consultation and Therapy (ACT)

Pippbrook House (3rd Floor)

Reigate Road

Dorking

RH4 1SH

Tel: 01306 745310

Fax: 01306 741447

Email: act@surreycc.gov.uk

This team works with young people with sexually harmful behaviours and their families, and can give advice to schools managing such situations

Independent Safeguarding Authority

ISA

PO Box 181

Darlington

DL1 9FA

This team takes referrals to, and enquiries about, ISA. Four S Personnel do this work for maintained schools. Independent schools/FE Colleges should access the guidance from the DCSF website, and use these numbers to report cases.

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Local Education Officers (for maintained schools in each area)

John Ambrose

NW - Local Education Officer

(Covering: Woking, Runnymede, Surrey Heath)

North West Local Education Office

Quadrant Court

35 Guildford Road

Woking. GU22 7QQ

Telephone: 01483 518106 Fax: 01483 519445

E-mail: john.ambrose@surreycc.gov.uk

Helen Nowicki

NE – Local Education Officer

(Covering: Elmbridge, Epsom & Ewell, Spelthorne)

Surrey County Council

Esher Civic Centre

High Street

Esher. KT10 9SD

Telephone: 01372 833412 Fax: 01372 832501

E-mail: kirsten.ballard@surreycc.gov.uk

Paula Evans

SW – Local Education Officer

(Covering: Guildford, Waverley)

South West Area Office

Grosvenor House, London Square

Cross Lanes, Guildford. GU1 1FA

Telephone: 01483 517835 Fax: 01483 517630

E-mail: liz.conway@surreycc.gov.uk

Melanie Harris

SE – Local Education Officer

(Covering: Mole Valley, Reigate & Banstead, Tandridge)

SCC East Area Office – LEO Team

Omnibus, Lesbourne Road,
Reigate. RH2 7JA
Telephone: 01737 737961 Fax: 01737 737912
E-mail: alice.owen@surreycc.gov.uk
LADO Team
Allegations consultations and general safeguarding advice to independent
schools
Sue Herbert, Elizabeth Pollard, Paul Noke
Fairmount House
Bull Hill
Leatherhead
KT22 7AH
Tel: 01372 833321 to access the LADO on duty
Fax 01372 833355
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Diocesan Boards
Diocese of Arundel & Brighton
4 Southgate Drive
Crawley
West Sussex RH10 6RP
Tel: 01293 511130
CP Advisor: Philip Wright 01273 241203 mob 07747 007795
Philip.wright@dabnet.org
Education: Mary Reynolds (Deputy Director) 01293 511130
schools@dabnet.org
Guildford Diocesan Board of Education
Education Centre
The Cathedral
Stag Hill
Guildford GU2 5UP
Tel: 01483 450423
CP Advisor: Janet Hind 01243 780684
Schools: Derek Holbird (Director of Education) 01483 450423
derek.holbird@cofeguildford.org.uk
London Diocesan Board for Schools
30 Causton Street
London
SW1P 4AU
Tel: 020 7932 1100
Schools: Penny Harvey (Schools Management Advisor) 0207 9321151
penny.harvey@london.anglican.org
Southwark Diocesan Board for Education
48 Union Street
London SE1 1TD
Tel: 020 7234 9200
CP Advisor: Jill Sandham 0207 939 9423 mob 07982 279713
jill.sandham@southwark.anglican.org
Westminster Diocese Education Services
CP Office, 2nd Floor
Vaughan House

46 Francis Street
London SW1P 1QN
CP Officer Mr Peter Turner 0207 7989350
peterturner@rcdow.org.uk

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