



The Welbeck Federation

Managing Allegations Policy

Executive Head Teacher Signature:	<i>L Jordan</i>
Date Adopted:	Sept 2026
Review Date:	Sept 2027

1. Statement of Commitment

The Welbeck Federation of Schools is committed to safeguarding and promoting the welfare of children and young people. We recognise our duty to ensure that allegations, concerns and complaints relating to adults working with children are managed fairly, consistently, swiftly and in accordance with statutory guidance.

This policy aims to:

-  Safeguard children and young people.
-  Ensure allegations are managed appropriately and promptly.
-  Protect staff, volunteers and other adults from false or malicious allegations.
-  Ensure compliance with statutory safeguarding requirements.
-  Promote a culture of openness, transparency and accountability.

This policy should be read alongside:

-  Child Protection and Safeguarding Policy
-  Low-Level Concerns Policy
-  Staff Code of Conduct
-  **Disciplinary Policy**
-  Whistleblowing Policy
-  Behaviour Policy

2. Scope

This policy applies to all adults working in or on behalf of the Federation, including:

-  Employees
-  Headteacher
-  Governors
-  Volunteers
-  Supply and agency staff
-  Contractors
-  Students on placement

3. Relevant Guidance

This policy is based upon:

- 🌐 Keeping Children Safe in Education (KCSIE) 2026
- 🌐 Working Together to Safeguard Children
- 🌐 Local Safeguarding Partnership Procedures
- 🌐 Employment Law and HR Guidance

4. Definitions

Allegation That Meets the Harm Threshold

An allegation meets the harm threshold if an adult 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.
- 🌐 Behaved towards a child in a way that indicates they may pose a risk of harm to children.
- 🌐 Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

These concerns must be dealt with using this policy.

Low-Level Concern

A low-level concern is behaviour that is inconsistent with the Staff Code of Conduct but does not meet the harm threshold.

Such concerns should be managed through the Federation's Low-Level Concerns Policy.

5. Roles and Responsibilities

Governing Body

The Governing Body will:

- 🌐 Ensure appropriate safeguarding procedures are in place.
- 🌐 Ensure allegations are managed effectively.
- 🌐 Appoint a Safeguarding Governor.

- 🌐 Ensure policies are reviewed annually.

Headteacher

The Headteacher is responsible for:

- 🌐 Receiving allegations.
- 🌐 Making initial safeguarding decisions.
- 🌐 Contacting the Local Authority Designated Officer (LADO).
- 🌐 Liaising with HR.
- 🌐 Ensuring appropriate records are maintained.

Chair of Governors

The Chair of Governors will manage allegations concerning the Headteacher.

6. Reporting an Allegation

Any person who becomes aware of information suggesting that an adult may have harmed a child or may pose a risk to children must report this immediately.

Concerns should be reported to:

Headteacher

or

Chair of Governors (if the allegation concerns the Headteacher).

Concerns should never be ignored, delayed or investigated by staff independently.

7. Immediate Actions

Upon receipt of an allegation the Headteacher shall:

1. Ensure the child's immediate safety.
2. Record the concern accurately.
3. Preserve any evidence.
4. Refrain from interviewing witnesses beyond obtaining basic facts.
5. Contact the Local Authority Designated Officer (LADO) within one working day.
6. Consult HR regarding employment implications.

The Headteacher must not determine the outcome before consulting the LADO.

8. Initial Consideration of an Allegation

Following consultation with the LADO, the allegation may be categorised as:

-  **Substantiated:** There is sufficient evidence to prove the allegation.
-  **Unsubstantiated:** Insufficient evidence exists to prove or disprove the allegation.
-  **False:** Evidence demonstrates the allegation did not occur.
-  **Malicious:** Evidence demonstrates the allegation was deliberately invented.
-  **Unfounded:** No evidence or proper basis exists to support the allegation.

9. Suspension and Alternative Arrangements

Suspension is a neutral act and should not be an automatic response.

Alternative arrangements should be considered first, including:

-  Redeployment.
-  Increased supervision.
-  Temporary adjustments to duties.
-  Alternative working arrangements.

Suspension will only be considered where:

-  A child may be at risk of harm.
-  The allegation is sufficiently serious.
-  A police investigation requires it.

Decisions regarding suspension will be made in consultation with HR, the LADO and, where appropriate, the police.

10. Investigation Process

The nature of the investigation will be determined by the LADO and relevant agencies.

There may be:

-  **Police Investigation:** Where a criminal offence may have occurred.

- 🌐 **Children's Social Care Investigation:** Where safeguarding concerns require assessment.
- 🌐 **Internal Investigation:** Where disciplinary procedures need to be considered following safeguarding enquiries. Internal investigations will not normally commence until external investigations are complete.

11. Supporting Children

The Federation recognises that allegations can be distressing for children and families.

Appropriate support may include:

- 🌐 Access to the Designated Safeguarding Lead.
- 🌐 Pastoral support.
- 🌐 Signposting to counselling services.
- 🌐 Ongoing liaison with parents and carers where appropriate.

Confidentiality will be maintained as far as possible.

12. Supporting Staff

The Federation recognises that allegations can have a significant impact on adults involved.

Support may include:

- 🌐 A named contact person.
- 🌐 Employee Assistance Programme.
- 🌐 Union or professional association support.
- 🌐 Occupational Health services where appropriate.

The individual concerned will be kept informed of progress whenever possible, subject to legal and safeguarding restrictions.

13. Confidentiality

All parties involved must maintain confidentiality.

Information regarding allegations must not be shared unnecessarily.

The Federation will comply with legal requirements regarding confidentiality and publication of information relating to allegations against teachers and other staff.

14. Resignations and Compromise Agreements

The Federation will not:

-  Accept a resignation in place of a proper safeguarding investigation.
-  Enter into settlement agreements that prevent safeguarding concerns being investigated.
-  Cease enquiries solely because an employee resigns.

Safeguarding responsibilities continue regardless of employment status.

15. Referrals to the Disclosure and Barring Service (DBS)

The Federation has a legal duty to refer individuals to the DBS where:

-  Employment is terminated because a person has harmed a child or posed a risk of harm; or
-  The individual would have been removed from regulated activity had they not resigned.

Where appropriate, referrals may also be made to:

-  Teaching Regulation Agency (TRA)
-  Professional bodies
-  Other relevant agencies

16. Record Keeping

The Headteacher will maintain a clear and comprehensive record of:

-  The allegation.
-  Decisions made.
-  Actions taken.
-  Outcomes reached.
-  Advice received from external agencies.

Records will be:

-  Confidential.
-  Stored securely.
-  Retained in accordance with safeguarding and data retention requirements.

17. Learning Lessons

Following the conclusion of an allegation management process, leaders will consider:

-  Whether procedures were followed appropriately.
-  Any lessons learned.
-  Whether staff training is required.
-  Whether policy amendments are necessary.



Appendix A: Allegation Reporting Form

Details of Person Reporting Concern

Name:	
Position:	
Date:	
Contact Details:	

Details of Individual Subject to Allegation

Name:	
Role:	
School:	

Child/Young Person Involved

Name:	
Date of Birth:	
Class/Form:	

Nature of Allegation

Provide a factual account of:

-  What was seen, heard or disclosed.
-  Date, time and location.
-  Names of witnesses.

--

--

<i>Actions already taken</i>

<i>Immediate Safeguarding Measures Taken</i>

Headteacher/Chair of Governors Actions

<i>Date reported to LADO:</i>	
<i>Advice received:</i>	
<i>Outcome:</i>	
<i>Further actions:</i>	

<i>Signature:</i>	<i>Date:</i>