



The British Embassy School Ankara Child Protection & Safeguarding Policy

This policy forms part of the BESA safeguarding arrangements for children which also include the Anti-Bullying Policy and the Whistle-Blowing Policy. The Policy and its arrangements are intended to protect all children at the school, including those in the Early Years Foundation Stage.

1. Introduction

The British Embassy School Ankara (BESA) recognises its clear responsibility in respect of its “duty of care” to protect children and to support pupils in school. *“Because of their day to day contact with individual children during school terms, teachers and other school staff are particularly well placed to observe outward signs of abuse, changes in behaviour or failure to develop” (Working Together – Under the Children Act, 1989)* Teachers, teaching assistants and other school supervisors should note that reporting the suspicion of child abuse, “in good faith” exempts them from liability for civil action for slander or libel, provided that strict confidentiality is maintained.

Aims

1. For school to comply fully with the requirements of Turkish Safeguarding legislation, the UK Education Act 2002 Section 175 and the DfE statutory guidance Keeping Children Safe in Education (KCSIE, September 2016).
2. To provide an ethos within school where children feel secure, valued, respected and are encouraged to talk and are listened to.
3. To educate our pupils, through the schools’ Personal, Social, Health and Citizenship Education (PSHCE) curriculum, to understand the appropriate behaviour that relatives, friends and strangers may demonstrate towards children.
4. To educate and guide our pupils so that they know how they can deal with the behaviour of others that gives them cause for concern.
5. To train all staff in good practice for recognising and dealing with child protection issues.
6. For parents to recognise that the school is a caring establishment where they too can seek support and advice in matters relating to Child Protection.

2. Objectives

1. To follow procedures and good practice advised in Keeping Children Safe in Education: for Schools and Colleges DFE 2016.
2. To make all referrals on documentation as advised in the above document.
3. To disseminate the procedures to all teaching staff; teaching assistants; administrative staff; security staff; support staff; lunch and bus monitors; club leaders, students and volunteers working in school.
4. For the Governing Body to annually monitor and review procedures and policy.
5. To provide support and counselling for staff whenever the need arises.

3. School Commitment

The British Embassy School Ankara is committed to safeguarding and promoting the welfare of children and young people, along with their protection and expects all staff and volunteers to share this commitment. As such, all employees are required to sign a declaration that they are in the possession of the qualifications they claim; that they are not disqualified from working with children; that they have no convictions, cautions or bind-overs or are subject to any sanctions imposed by any regulatory bodies. This declaration also applies to members of the employee's household, where the principle of 'disqualification by association' applies. School requires all employees to produce evidence of qualifications and references are sought from previous employers. Police checks are carried out on all employees, including DBS checks where an employee has previously resided in the UK. In addition, where staff employed by other institutions work with the school's pupils on another site, such as at a separate institution, BESA obtains assurance that appropriate child protection checks and procedures apply to these staff.

The UK Disclosure and Barring Service (DBS), PO Box 181, Darlington, DL1 9FA +44 (0) 1325 953795 will be informed within one month in cases where a member of staff's employment is terminated because he or she is considered unsuitable to work with children.

We recognise that for children, high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps to protect. BESA will therefore establish and maintain an ethos where children feel secure and are encouraged to talk and are listened to, staff making time to support children whenever the need arises. We will ensure that children know that there are adults in school who they can approach if they are worried, or in difficulty. This will be achieved through the PSHCE curriculum, assemblies, circle time and the work of the school council. The PSHCE curriculum features regular opportunities to equip children with the skills they need to stay safe from abuse. From the Early Years onwards children will be provided with information about how to stay safe and who to approach if they need help. Children from Milepost 2 onwards (Year 3 up) will be encouraged to develop realistic attitudes to the responsibilities of adult life, with particular regard to childcare and parenting skills through the school's sex and relationship education curriculum. BESA will make every effort to establish effective working relationships with parents and colleagues from other agencies.

4. Framework

'Schools do not operate in isolation. Child Protection is the responsibility of all adults and especially those working with children. The development of appropriate procedures and the monitoring of good practice are the responsibilities of the Governing Body.

5. Roles and Responsibilities

All adults working with or on behalf of children have a responsibility to protect children. There are, however, key people within school who have a statutory responsibility under the Education Act 2002 Section 175 and KCSIE, September 2016. The names of those carrying those responsibilities for the current year are as follows:

1. **Sarah Şener** Senior Designated Child Protection Officer (DSL)
2. **Katie Vincent** Senior Designated Officer Staff & Designated Child Protection Officer (EYFS)
3. **Robert Unsworth** Designated Child Protection Officer (Mileposts 1 & 2)
4. **Stuart Downing** Designated Child Protection Officer (Mileposts 3 & 4)
5. **Ozlem Odabas Tavares** Child Protection Governor

The Senior Designated Child Protection officer will disseminate policy and provide INSET training for all staff. This will include ensuring that temporary staff and volunteers are made aware of the school's safeguarding procedures and are provided with the necessary training. Staff should initially discuss any concerns regarding Child Protection with the senior designated officer who will advise on the monitoring of children and the making of referrals to the local Child Protection Centre (Cocuk Izlem Merkezi) situated at Yenimahalle State Hospital. The Governing Body member responsible for Child Protection within the school will report to the Board on issues relating to policy and procedures regularly and through the annual review in accordance with Section 2 of the Education Act 2002. **Board members will not be given specific details relating to child protection situations.**

Any deficiencies or weaknesses in the child protection arrangements which are identified by the Designated Child Protection Officers or Board members will be remedied without delay and the Child Protection and Safeguarding Policy updated accordingly, with all members of staff being informed of any changes in arrangements as necessary.

6. Procedures

- BESA will follow the general guidance advised in Keeping Children Safe in Education: Statutory guidance for Schools and Colleges (September 2016).
- BESA will work with local Turkish agencies and / or British Embassy staff as may be required, for example (but not limited to):
 - In the instance of suspicion of sexual abuse the DSL will make a referral directly to the Turkish Child Protection centre (as detailed in 'Referrals .2' below).
 - In the instance of suspicion of radicalisation or other form of abuse that warrants police involvement, the DSL will first contact with the British Embassy Police Liaison, who will assist in deciding a course of action or liaising with local Turkish authorities on the school's behalf (as detailed in (as detailed in '14. Prevent' below)
 - In the instance of an allegation against a member of the diplomatic community the DSL will first make contact with the Safeguarding Governor who will approach the British Embassy representative on the Board of Governors for further advice.
- Staff will be informed of changes to policy and procedures and updated in good child protection practice through regular staff meetings and INSET.

- The schools' induction procedures and staff handbook include guidelines as to what adults working in school should do in the event that they become aware of child protection concerns. Additionally, all members of staff sign the Safeguarding policy which outlines procedures in detail.
- The parent information booklet includes a statement outlining the school policy on Child Protection. The policy is also available on the school website for parents to read.
 - An annual report on safeguarding is presented to the governing body, which undertakes an annual review of the school's safeguarding policies and procedures and of the efficiency with which the related duties have been discharged. Any deficiencies or weaknesses in child protection arrangements are remedied without delay.

Guidelines:

All of the points below are covered in detail in annual staff training sessions.

1. Where staff observe signs which give cause for concern they should make this known to the senior designated officer **without delay**. Information regarding the signs and symptoms of abuse is provided during annual staff training, and can also be found in the KCSIE September 2016, which all staff are obliged to read.
2. Both the senior designated officer and the person raising the concern should log details of the concern on the 'Concerns Form'.
3. Staff may have an opportunity to talk to the child, but this must be done with tact and sympathy, and without asking leading questions. Over questioning and overt investigation should be avoided. **It is not the member of staff's responsibility to investigate, only report what the child has said clearly.** Notes should be taken, including date and time of any conversations held with the child as soon as possible. Confidentiality should never be promised to a child by any member of staff. This is also highlighted during annual training.
4. Other staff should be informed of concerns on a need to know basis only and any suspicions or additional information added to the concern notes.
5. Following initial discussions it may be decided that other reasons are responsible for the concern and the possibility of child abuse can be ruled out. If this is so, then the matter can be dropped, but notes will be held in a secure area.
6. Following initial discussions it may be decided to monitor the situation. In this case, the class teacher is responsible for keeping confidential notes in a secure area and recording daily observations. All notes must be dated and times noted where appropriate.
7. If a child talks openly and makes direct references to being abused, a referral should be made to the Child Protection Centre (Cocuk Izlem Merkezi) situated at Yenimahalle State Hospital, where possible within 24 hours of the abuse being alleged.
8. If following initial discussions concern is still felt by all parties, then the designated officer must immediately make a referral to the Child Protection Centre (Cocuk Izlem Merkezi) situated at Yenimahalle State Hospital.
9. The class teacher, teacher assistant or other personnel cannot be absolved from the ultimate responsibility for reporting his/her suspicions if they persist, even though the designated officer may not be in agreement. In this case, the member of staff should report this situation to another designated safeguarding officer.

10. Staff will be made aware that safeguarding issues may take the form of child on child abuse; including but not limited to bullying (including cyberbullying), gender based violence/sexual assaults and sexting. Procedures for dealing with this should be in line with both the Anti-Bullying and Safeguarding Policies. In the instance of child on child abuse both children may be regarded as 'at risk' and standard BESA safeguarding procedures should apply.
11. BESA recognises that child abuse may also take place online. Children are made aware of online dangers and Internet Safety, including the use of Social Media sites Cyber-Bullying. These dangers are made explicit through the teaching of PSHCE and ICT lessons. BESA will ensure that all staff, pupils and parents are made aware that these areas can represent a platform for bullying. The procedures for dealing with issues relating to online abuse are detailed within the Anti-Bullying and ICT Security Policies.

Referrals:

1. Official referral forms are prepared. The designated officer will help decide on the nature of the referral.
2. The Designated officer informs the Child Protection Centre (Cocuk Izlem Merkezi) situated at Yenimahalle State Hospital, Yeni Bati Mahallesi, 2026. Cad., Batikent, Yenimahalle, Ankara, Tel 0312 587 2000 or other relevant authorities.
3. All paperwork is kept in the confidential file. Careful notes should be made of dates, times, personnel involved, details of telephone conversations and copies of letters sent.

7. Training and Support

Training and support will be given to every member of staff at the school, whether full or part-time, temporary or permanent, paid or volunteers.

- Our school will ensure that the Head Teacher and all Designated Officers for Safeguarding attend the training relevant to their role. For designated officers this will be every year.

Additionally, **every member** of staff, including the head teacher and temporary and voluntary staff, will undertake annual Safeguarding training, provided either by the Senior Designated Officer, or by an outside agency. This includes induction of new staff regarding the requirements of KCSIE. Additionally, all staff are required to read KCSIE at the beginning of each academic year and on any subsequent revision, and to sign an agreement stating that they have read, understood and will comply with it.

- All staff will be given Safeguarding training in the INSET week at the start of each academic year which includes advice on Care, Control and Physical Intervention and allegations against professionals. Any members of staff who begin working at the school at other times in the year will receive Induction training before they come into contact with any children.
- Through Induction training new staff will also be made explicitly aware of whom the named Designated Safeguarding Lead is and will be provided with their own personal copy of KCSIE Part 1 & Annex A, the school's Whistleblowing policy and Staff Code of Conduct.
- Staff working with children will receive regular updates and training 'in house' and when appropriate be offered opportunities to attend specified courses.
- The school's Safeguarding Officers are available to discuss issues with any parents, child or member of staff.

8. Professional Confidentiality

Confidentiality is an issue, which needs to be discussed and fully understood by all those working with children, particularly in the context of child protection. The purpose of confidentiality in this respect is to benefit the child.

- Confidentiality is stressed to all staff and governors as part of the schools' induction procedures.
- **On no account is a child guaranteed confidentiality.**
- Information relating to child protection issues should only be shared with the designated officers in school who will decide if information needs to be disseminated to other personnel.

9. Records and Monitoring

Well-kept records are essential to good child protection practice. Our school is clear about the need to record any concerns held about the child or children within our school, the status of such records and when these records should be passed to other agencies.

General information about a child's behaviour and discipline are kept in the class teachers' record books. Whilst not confidential or secure, these documents are maintained by the class teacher. No information of a confidential nature is recorded in these books. Child Protection concerns are only recorded on the designated form (see appendix) and kept in a secure area separate from other school records within the SLT room.

Child Protection concerns are monitored closely and regular reviews organised by the Senior Designated Child Protection Officer. The senior designated officer will decide when further advice or a referral is necessary. All staff will be aware that they are at liberty to override this decision and make a personal referral if they consider the decision of the senior designated officer to be incorrect.

The school will pass on to transfer schools information relating to concerns on a case by case merit.

10. Attendance at Child Protection Conferences The designated Child Protection Officer will represent the school at case conferences. A member of staff with detailed knowledge of the child and case may be asked to accompany the child protection officer. Staff will be offered support and counselling to assist them deal with any stress that results from dealing with a case.

11. Supporting Pupils at Risk

Our school recognises that those children who are abused or who witness violence may find it difficult to develop a sense of self worth and to view the world in a positive way. This school recognises that it may be the only stable, secure and predictable element in the lives of children at risk. It is also recognised that some children who have experiences of abuse may in turn abuse others. This requires a considered, sensitive approach in order that the child can receive appropriate help and support.

This school will endeavour to support pupils through:

- A curriculum that encourages high levels of self-esteem and self-motivation.
- An ethos which promotes a positive, supportive and secure environment and which gives all pupils and adults a sense of being respected and valued.
- The implementation of school behaviour management policies.

- A consistent approach, which recognises and separates the cause of behaviour from that which the child displays.
- Regular liaison with other professionals and agencies who support the pupils and their families.
- A commitment to develop productive, supportive relationships with parents, whenever it is in the interests of the child to do so.
- The development and support of a responsive and knowledgeable staff group trained to respond appropriately in child protection situations.

The Child Protection Policy will be carefully considered alongside other related policies in school. BESA recognises that statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. School staff who work, in any capacity, with children with profound and multiple disabilities, sensory impairment and/or emotional and behaviour problems will need to be particularly sensitive to signs of abuse. Where children are exposed to domestic violence, drug or alcohol abuse, children may be vulnerable and in need of support or protection.

12. Allegations against Teaching Staff, Volunteers or the Head Teacher

All allegations of abuse by staff should be reported immediately to the Head teacher. Allegations against the Head teacher should be reported to the chair of the Board of Governors.

Staff who are concerned about the conduct of a colleague towards a pupil are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of the child is paramount and must report their concerns immediately. The BESA Whistleblower Policy (2016) provides additional guidance for staff.

Procedures for dealing with allegations against staff, volunteers or the Head Teacher can be found in Appendix 1 'Managing Allegations against Staff and Volunteers'.

13. Safe School, Safe Staff

- School gives the monitoring of children in terms of their health and welfare a high priority. All staff through the staff Code of Conduct are advised on the physical handling of children and the procedures to be followed if an allegation is made against them is detailed in Annex 1 of this policy.
- Through annual training, staff are provided with guidance to ensure that their behaviour and actions do not place pupils or themselves at risk of harm or allegations of harm to a pupil.
- The school participates readily when sharing perspectives and experiences with practitioners from other agencies.
- The performance of all staff, including the building of successful and appropriate relationships with children is monitored closely by the Senior Leadership Team.
- **School requires that the necessary security checks are in place before any person is employed, or deployed to work with children in the school setting.**
- **School monitors closely all personnel, including volunteers, who work with children during induction and probationary phases.**

- Personnel must **NEVER** place themselves in a position where their behaviour or actions place pupils or themselves at risk of harm or of allegations of harm to a pupil i.e. 'one to one' tuition in a closed room; individual sports coaching; conveying a pupil by car; engaging in inappropriate electronic communication with a pupil.
- Staff have access to those policies relating to allegations and abuse.
- Procedures for protecting staff from abuse are regularly reviewed and revised when necessary.
- The Child Protection Policy will be reviewed annually by the Senior Designated Officer and Board member responsible for Child Protection.

14. Prevent

BESA follows the statutory guidelines issued under section 29 of the Counter-Terrorism and Security Act 2015, known as the Prevent Guidance, and pays 'due regard to the need to prevent people from being drawn into terrorism'. BESA staff are given regular training to ensure they have an understanding of the risks of children being drawn into terrorism, and an awareness of how to identify individual children who may be at risk of radicalisation. Safeguarding officers complete Prevent training annually. BESA also ensures that children are safe from terrorist and extremist material when accessing the internet at school through the use of filters, as outlined in the ICT Security Policy.

When the school believes a child is at risk, the Designated Senior Officer will inform the officer concerned with terrorist activities at the British Embassy Ankara, who will assist in deciding a course of action liaising with any local authorities, such as the local police. At present the officer concerned with terrorist activities is Mr. Mike Gammons (Mike.Gammons@fco.gov.uk).

Policy Review

This policy is reviewed annually. The procedures described therein will be evaluated in the light of experience and where necessary modified immediately.

Policy Reviewed: September 2016



The British Embassy School Ankara Managing Allegations against Staff & Volunteers Procedure

Introduction

The British Embassy School Ankara (BESA) is committed to providing the highest level of care for both its pupils and its staff. It is essential that any allegations of abuse against a teacher, any other member of staff, or volunteer in our school is dealt with thoroughly and efficiently, maintaining the highest level of protection for the child whilst also giving support to the person who is the subject of the allegation. Our policy is written in line with the DfE statutory guidance 'Keeping Children Safe in Education Sept. 2016 – Part 4: Allegations of abuse made against teachers and other staff.

This document is designed to ensure that all staff, children and parents or carers are aware of the procedure for the investigation of allegations of abuse in order that all complaints are dealt with consistently, and as efficiently as possible.

Purpose

The procedure for dealing with allegations against staff depends on the situation and circumstances surrounding the allegation. This policy must be followed when dealing with allegations but may be adapted to each case. This policy forms one part of the school's Safeguarding Child Protection policy documentation and should be used in conjunction with all related policies.

This policy will be used in all respect of all cases where it is suspected or alleged that a member of staff, a teacher or a volunteer at the school has:

- behaved in such a way that has harmed a child or may have harmed a child;
- possibly committed a criminal act against or related to a child; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

This policy relates to all members of staff employed at BESA regardless of whether the school is where the alleged abuse took place.

Allegations against a teacher who is no longer employed at BESA will be referred to the police. Historical allegations of abuse will also be referred to the police.

As a responsible employer BESA recognises its duty of care to employees. As such we will ensure that we provide effective support for any member of staff facing an allegation and will provide the employee with a named contact if they are suspended. In most cases the named contact will be the Deputy Head Teacher: Miss. Katie Vincent.

Timescale

It is essential that any allegation of abuse made against a teacher or other member of staff or volunteer is dealt with immediately (i.e. within one working day), in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation. To enable this to happen, all staff and parents should be aware of the procedures set out in this policy.

Procedure

Reporting an allegation

All allegations of abuse by staff should be reported immediately to the Head teacher. Allegations against the Head teacher should be reported to the chair of the Board of Governors.

Staff who are concerned about the conduct of a colleague towards a pupil are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of the child is paramount and must report their concerns immediately. The BESA Whistleblower Policy (2016) provides additional guidance for staff.

Receipt of an allegation and initial information sharing

Upon receipt of an allegation the Head Teacher / Chair of the Board (the 'case manager') may discuss the allegation with the Senior Designated Officer for Staff. The designated officer is Katie Vincent (Deputy Head Teacher).

The purpose of the initial discussion will be for the case manager and the designated officer to consider the nature, content and context of the allegation and to agree a course of action. The designated officer may ask the case manager to provide relevant additional information, such as previous history, whether the child or their family have made similar allegations previously and the individual's current contact with children.

There may be situations where the case manager may want to involve the police immediately, for example if the person is deemed to be an immediate risk to children or if there is evidence of a possible criminal offense. Where there is no such evidence the case manager should discuss the allegations with the designated officer in order to help determine whether police involvement is necessary.

Where police involvement is deemed necessary at this stage the British Embassy police liaison will be immediately notified and may contact the local Turkish police authorities on the school's behalf.

The initial sharing of information and evaluation may lead to a decision that no further action is to be taken in relation to the individual facing the allegation or concern. This decision and the reasons for it should be recorded by both the case manager and the designated officer, and agreement reached on what information should be put in writing to the individual concerned and by whom. The case manager and designated officer should then consider what action should follow both in respect of the individual and those who made the initial allegation.

Investigation

Where further investigation of the allegation is deemed necessary this is normally carried out by the school. This will be agreed at the initial evaluation stage. Where the school is not conducting the investigation, such as in cases of immediate police referral, it will cooperate fully with investigative agencies.

The procedure for investigating allegations should be applied with common sense and judgement. Many cases may not meet the criteria identified above or may do so without warranting consideration of a police investigation. In these cases the school's investigation process should be followed as a priority and to resolve the case without delay.

For those cases where it is immediately clear that the allegation is unsubstantiated or malicious, they should be resolved within one week. If the nature of the allegation requires formal disciplinary action without further

investigation a disciplinary hearing should be held within 15 days. In most cases it is expected that an investigation be completed within one month.

The case manager will have responsibility for coordinating and recording the school's investigation and in discussion with the designated officer should decide how and by whom the investigation will be undertaken.

The following definitions must be used when determining the outcome of allegation investigations:

- **Substantiated:** There is sufficient evidence to prove the allegation
- **Malicious:** There is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive
- **False:** There is sufficient evidence to disprove the allegation
- **Unsubstantiated:** There is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

In circumstances where an allegation or investigation is considered too complex external advice or services of an external investigator, may be sought.

Supporting those involved

The person(s) who makes the allegation and their parents/carers:

Parents and carers will be notified if their child makes or is involved in an allegation against staff if they do not already know. However, if the police are to be involved, they will be contacted first and will advise as to what information may or may not be disclosed to the parents. There will be a staff member designated to the role of liaising with the parents and child about the case and ensuring that they are fully informed as far as is possible. In most cases this member of staff will be the Designated Officer: Miss. Katie Vincent

Parents and carers will also be informed by the school liaison of the need to maintain confidentiality about any allegations made whilst investigations are ongoing.

Parents and carers will be made aware of any progress in the investigation, and where there is no criminal prosecution, the outcome will be explained to them. This may be a disciplinary outcome. During a disciplinary hearing the deliberations and information used for making a decision are usually confidential, but parents will be told the outcome.

The police may be involved, depending on the severity of the case, and will provide the school with advice on what type of additional support the child may need.

The employee:

BESA has a duty of care to its employees and will aim to manage and minimise the stress inherent throughout the allegations process.

The person who is the subject of the investigation will be informed as soon as the allegation has been made and after the initial information discussion between the case manager and Designated Officer has taken place. At this stage the governor responsible for safeguarding: Ozlem Odabas Tavares will also be informed by the case manager.

The employee will then be advised on what the likely course of action will be. However, if the police are to be involved, they will be contacted before the employee and may advise as to what information may be disclosed to the person under investigation.

A named representative will keep the subject of the allegation informed of the progress of the case and any other work-related issues. If that person has been suspended, they will keep them informed of any developments from school on a regular basis. If the employee is a member of a union or any other professional association, they should be advised to contact that body at the outset of the investigation. The employee may need additional support, such as counselling or medical advice, and the school should consider what might be appropriate to best accommodate this.

Confidentiality

The school will make every effort to guard the privacy of all parties during and after an investigation into an allegation. It is in everyone's best interest to maintain this confidentiality to ensure a fair investigation with minimum impact for all parties.

The case manager and Designated officer(s) should, where possible, take advice from the police and external consultants to agree the following:

- who needs to know and, importantly, exactly what information can be shared;
- how to manage speculation, leaks and gossip;
- what, if any, information can reasonably be given to the wider community to reduce speculation; and
- how to manage press interest if, and when, it should arise.

A breach of confidentiality will be taken seriously and may warrant its own investigation. BESA recognises that it is an offence to publish information that could lead to the identification of an individual who is the subject of an allegation before they are charged or summonsed.

Suspensions

The case manager and Designated Officer will discuss the issue of suspension with the Chair of the Board of Governors. The school will not suspend a member of staff without serious consideration, and will not do it automatically once an allegation has been made.

Depending on the nature of the case, it may be possible that alternative arrangements are made so that the individual can continue working, but is removed from the pupil making the allegation.

A suspension may be decided upon if it is deemed that the child or other children may be at risk of harm, or if the nature of the case warrants a criminal investigation.

The Head teacher and Chair of Governors hold the authority to suspend an employee.

Where there is a chance of suspension, the employee will receive confirmation within one working day and will be informed of the reason for the suspension.

Further advice on suspension pending investigation can be found in the DfE statutory guidance 'Keeping Children Safe in Education Sept. 2016 – paragraphs 179-185.

Resignations

If an employee hands in their resignation when the allegation is made against them or during an investigation, the investigation will still continue until an outcome has been reached, with or without the person's cooperation. They will be given full opportunity to answer the allegation.

Compromise agreements will not be used in situations which are relevant to these procedures.

Record keeping

Details of all allegations that are found to have been malicious should be removed from personnel records. However, for all other allegations, it is important that a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is kept on the confidential personnel file of the accused 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, where appropriate. It will provide clarification in cases where future DBS checks reveal 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 an allegation resurfaces after a period of time. The record will be kept, including for people who leave the organisation, at least until the person reaches normal retirement age or for 10 years if that will be longer, from the date of the allegation.

References

Cases in which an allegation is found to have been false, unsubstantiated or malicious should not be included in future employer references.

Action on conclusion of the case

Referral to the DBS / NCTL

If investigation of the allegation is substantiated and results in the dismissal, resignation or termination of services of a person, the case manager and Designated Officer(s) must decide whether the school will make a referral to the Disclosure & Barring Service (DBS) and in the case of a member of the teaching staff whether to refer the matter to the National College for Teaching & Leadership (NCTL) to consider prohibition from teaching.

Referrals should be made to:

- a.) Disclosure & Barring Service: DBS, PO Box 181, Darlington DL1 9FA, UK
+44 1325 953795
- b.) National College of Teaching and Leadership: NCTL Investigations Team, 53-55 Butts Road, Coventry CV1 3BH, UK +44 207 593 5393

BESA acknowledges that is a legal requirement for employers to make a referral to the DBS where they think that an individual has engaged in conduct that harmed (or is likely to harm) a child; or if a person otherwise poses a risk of harm to a child.

Return to work following a suspension

If it is decided that the employee may return to work (after a suspension) then provisions will be put in place by the school to ensure that the transition is as smooth as possible. This may involve a phased return for a trial period or the use of another member of staff as a support system in the short term. If the child who made the allegation is still at the school, the school will consider what needs to be done to manage the contact between employee and child.

Action in the case of false allegations

Where an allegation is proven to be false, the Head teacher and Chair of Governors may in discussion with the Senior Designated Officer determine whether the child is in need of special care, or to help to understand if they are being abused elsewhere.

If an allegation is found to be intentionally fictitious and malicious, the Head teacher will decide whether any disciplinary action or sanction is appropriate for the pupil who made the false allegation. The school's behaviour policy sets out the disciplinary action that will be taken against pupils who are found to have made malicious accusations against school staff.

If the claim has been made by a person who is not a pupil, the school will hand the information over to the police who may take further action against that person.

After the case

No matter what the outcome is of an allegation of abuse against staff, the ~~school~~ Governing Board will review the case to see if there are any improvements that can be made in its practice or policy that may help to prevent similar cases in the future.

Katie Vincent
September 2016

Date of next renewal September 2017