St Peter's Catholic High School and Sixth Form Centre

Allegations Management Policy

Approved by:	**SPHS**	FGB
Last reviewed on:		SEPTEMBER 2026
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Allegations Management Procedures

Managing allegations made against teachers, including supply teachers, agency staff, other staff such as peripatetic music teachers, therapists, self- employed staff, volunteers and contractors

The policy and procedures follow the DfE Statutory Guidance Keeping Children Safe in Education 2025 Part Four: Allegations of abuse made against teachers and other staff. The 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. It will be used in respect of all cases where it is alleged that an employee or volunteer, or a person with permission to be on the premises or carrying out any activity on behalf of St Peter's High 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.
- Behaved towards a child or children in a way that indicates he or she would 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.
- This will include allegations involving any type of abuse or neglect, including inappropriate relationships with pupils, grooming behaviour of any kind, possession of indecent photographs or images of children and other offences under the Sexual Offences Act 2003.

If any member of staff has concerns that a colleague, supply teacher, volunteer or contractor might pose a risk to children, it is their duty to report these to the Principal.
Any allegation of abuse will be dealt with as quickly as possible, in a fair, consistent and thorough way that provides effective protection for the child or children and at the same time deals fairly with the person who is the subject of the allegation.

Everyone who comes into contact with children and their families has a role to play in safeguarding children.
If you have a concern that a person may have behaved inappropriately or you have received information that may constitute an allegation you must:

- Report the facts to the Principal as soon as possible. All concerns will be listened to and managed appropriately; do not withhold information, however trivial it may seem.
- In the absence of the Principal, you must report the matter to the most senior person available who will carry out the Principal's duties in his/her absence.
- If the allegation concerns the Principal, then the matter must be reported to the Chair of Governors.
- If the Chair of Governors is involved, the Principal will take advice from the Local Authority Designated Safeguarding Officer (LADO)
- Make a signed and dated written record of your concerns, observations, or the information you have received and give it to the Principal straight away.

- Maintain strict confidentiality.

- You must not attempt to deal with the situation yourself.
- You must not make assumptions, offer alternative explanations, or diminish or embellish the seriousness of the behaviour or alleged incidents.
- You must not keep the information to yourself or promise confidentiality.
- You must not take any action that might undermine any investigation or disciplinary procedure, such as disclosing confidential information, interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or parents/carers.
- You should avoid 'bystander apathy' and always act in the interests of the child.

The duties and responsibilities of the Principal are as described in Keeping Children Safe in Education Part Four: Allegations of abuse against teachers and other staff (KCSIE 2025). These have been updated to enable the Principal to distinguish between:
1. Allegations that may meet the harms threshold.
2. Allegation/concerns that do not meet the harms threshold – referred to for the purposes of this policy as low-level concerns. No judgement is to be made by staff but is to be made by the Principal only as per KCSIE 2025 Section Four.

A low- level concern is any concern that an adult working with children in school may have acted in a way that is inconsistent with the adult code of conduct, but the conduct does not meet the allegations threshold or warrant a referral to the LADO. Examples may include: Being overfriendly with children, having favourites, taking photos of children on a personal mobile phone, using inappropriate sexualised, intimidating or offensive language.

Staff simply must report any concerns. All concerns will be treated with confidentiality and sensitivity in the context of the law (see the Education Act 2011 in this instance) with duty of care in place for all involved. It is to be noted that this legislation can also cover concerns beyond the school gates (known as transferable risk) and the Principal will take advice from the Local Authority Designated Safeguarding Officer (LADO) if that is applicable. The Principal and the LADO will either decide there is to be no further action or there is a need for further enquiries in terms of concerns raised.

The person reporting the concern may not be updated after the initial concern raised due to confidentiality for those involved but can be reassured their concerns will be dealt with in full as per Section Four of KCSIE 2025. These processes are also applied to supply and contracted staff as well as those staff who are in the process of leaving the school due to resignation, retirement etc. The school will also co-operate in full with any police investigation. This statement is to be read in conjunction with the Adult Code of Conduct.

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School may receive an allegation relating to an incident that happened when an individual or organisation was using school premises for the purposes of running activities for children. School should follow their safeguarding policies and procedures, including informing the LADO.

Any reported incidents of low- level concerns about staff will be directed to the Principal who will keep a record of any incidents, including any rationales for the decision and action taken. This information will be stored securely.

Further action

Further meetings might be required and these will be convened by the LADO. Further information on the Allegations Management process can be found in Working Together to Safeguard Children (2023)

https://assets.publishing.service.gov.uk/media/669e7501ab418ab055592a7b/Working_together_to_safeguard_children_2023.pdf

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