PROCEDURES FOR MANAGING

ALLEGATIONS OF ABUSE

AGAINST STAFF WORKING IN

CHILDREN'S, SCHOOL AND FAMILY

SETTINGS

These Procedures should be read in conjunction with:

Tower Hamlets LSCB Child Protection Procedures for Staff working in Children's, School and Family Settings – see Tower Hamlets LSCB Website: http://www.childrenandfamiliestrust.co.uk/the-lscb/

and

The London Child Protection Procedures – see the London Child Protection Committee Website:
http://www.londoncp.co.uk/index.html

INTRODUCTION

In accordance with Sections 157 and 175 of the Education Act 2002, "Keeping "Keeping children safe in education: Statutory guidance for schools and colleges – 5 September 2016" (DfE, Sept 2016) specifies the need for all schools and education settings, including non-maintained schools, independent schools, and Academies, Further Education institutions, and Local Authorities exercising education functions to have procedures in place to ensure that any allegation of abuse made against a teacher or other member of staff or volunteer in an education setting is dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

Sections 10 and 11 of the Children Act 2004 and the guidance on "Working Together to Safeguard Children 2015" (HM Govt, March 2015) extend these requirements to other local authority centres/settings/services and to partner agencies.

In Chapter 3 (1) of "Working together to Safeguard Children 2015" it specifies that all Local Authority Local Safeguarding Children Boards (LSCBs) have a statutory role and function in developing local procedures for safeguarding children including handling allegations against professionals and other carers (including volunteers) of a child protection nature that comply with the requirements detailed in Chapter 2 (4).

Part three of "Keeping children safe in education: Statutory guidance for schools and colleges – 5 September 2016" (DfE, May 2016) details requirements related to Safer Recruitment. Governing bodies, management committees and proprietors are required to prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities in relation to Safer Recruitment.

Part four of "Keeping children safe in education: Statutory guidance for schools and colleges – 5 September 2016" (DfE, May 2016) focusses on allegations of abuse made against teachers and other staff.

Tower Hamlets LSCB formally adopted the revised 5th edition of the London Child Protection Procedures issued by the London Safeguarding Children Board in March 2018. These LSCB procedures for handling allegations against teachers and other staff working in schools and education settings should be viewed as supplementary to Part A Chapter 7 on "Allegations against staff or volunteers, who work with children" and Part B2 Chapter 6 on "Safer Recruitment" in the All London Child Protection Procedures.

It is recognised that good liaison, effective communication, and working relationships that provide a basis of trust and understanding between professionals working in education settings, the Police, and Children's Social Care are essential features of effective procedures for dealing with allegations.

When an allegation is made staff members have a duty to respond professionally by following these procedures. It is imperative that everyone who is involved with receiving the allegation maintains an open and enquiring mind.

Whilst the welfare of the child, and of other children, must remain paramount throughout, all parties involved in the allegation, including the child and her/his family should be reassured that the matter will be dealt with in a careful, measured way in accordance with the procedures. Every effort will be made to balance the welfare of the child and the interests of the member of staff who is the subject of the allegation.

NAMED SENIOR OFFICER

The Named Senior Local Authority Officer (**Christine McInnes**, Divisional; director – Education and Partnerships) has overall responsibility for ensuring that Children's Services across Tower Hamlets operate procedures for dealing with allegations in accordance with the guidance in "Working Together to Safeguard Children 2015" and "Keeping Children Safe in Education 2016", resolving any inter-agency issues and liaising with the LSCB on the subject. (**David Hough**, Education Safeguarding Lead, deputises as the Named Senior Officer in Christine McInnes' absence). This paper outlines those procedures.

DISQUALIFICATION UNDER THE CHILDCARE ACT 2006 AND DISQUALIFICATION BY ASSOCIATION

Part three of "Keeping children safe in education: Statutory guidance for schools and colleges – 5 September 2016" (DfE, May 2016) details requirements related to Safer Recruitment. These include the requirements detailed in the statutory guidance on "Disqualification under the Childcare Act 2006: Statutory guidance for local authorities, maintained schools, independent schools, academies and free schools 2015" (DfE, March 2015).

Schools/Centres/Settings/Services which work with and provide any form of childcare for children up to the age of 8 years are required to undertake checks to ensure that they do not employ someone who is barred from working with such children under the Childcare Act 2006 and the associated Childcare (Disqualification) Regulations 2009.

This includes undertaking annual checks to establish whether current staff members of staff in addition to new applicants live in the same household as a person who has committed an offence and is or would be disqualified. In such cases where a positive disclosure is received then the individual can potentially be "Disqualified by Association". The person is then required to complete and submit a proforma to Ofsted detailing their circumstances for consideration of whether a waiver from disqualification can be granted.

In order to meet statutory requirements Tower Hamlets LSCB advises that Schools/Centres/Settings/Services should include information about Disqualification under the Childcare Act 2006 and Disqualification by Association in their Safeguarding Policy and it should also be covered in staff safeguarding training. Staff members should be required to complete a two question disclosure upon appointment and annually. Should a positive disclosure of potential disqualification by association be received then the person is required to complete the detailed Disqualification Waiver Application Form and submit it to Ofsted. Whilst the person does this the Headteacher/Manager/Proprietor is required to risk assess and consider whether the person can be safely deployed in the workplace or whether suspension is necessary.

Copies of the proforma templates and support to assist with this process are available on the following websites and/or from the Tower Hamlets Human Resources Section:

Tower Hamlets Education Partnership (THEP) website www.the-partnership.org.uk

Tower Hamlets LSCB www.childrenandfamiliestrust.co.uk/the-lscb/

MANAGING CASES OF ALLEGATIONS OF A SAFEGUARDING AND CHILD PROTECTION NATURE

Allegations might indicate a person would pose a risk of harm if they continue to work in regular or close contact with children in their present position, or in any capacity. This guidance should be used in respect of managing all cases in which it is alleged that a member of staff (including volunteers) in a School/Centre/Setting/Service for children under 18 years of age 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 he or she would pose a risk of harm if they work regularly or closely with children.

It should be noted that the allegations may relate to the personal or professional life of the member of staff or volunteer. There is presently heightened concern about cases involving adults working with children having inappropriate relationships with children and cases involving accessing/creating/sharing inappropriate images of and information about children using ICT, the internet and social media.

It is recognised to be in the interests of all parties that allegations are taken seriously and thoroughly considered but that this is undertaken in a timely manner and delay avoided.

THE ROLE OF THE LOCAL AUTHORITY DESIGNATED OFFICER FOR ALLEGATIONS (LADO)

The Local Authority Designated Officer for Allegations (LADO) provides advice and guidance to Headteachers/Managers, Governing Bodies and the LA in relation to allegations involving professionals and other carers working with children. The LADO coordinates the progress of such cases and is responsible for liaising with the other agencies.

Schools/Centres/Settings/Services should always contact the LADO in the first instance to discuss any allegation or concern of a child protection nature relating to a member of staff. The LADO will inform the school when to involve their HR Provider.

If the allegation is such that it is clear that an investigation by the Police and Children's Social Care is not necessary or the strategy meeting decides so, the LADO will discuss what action should be taken with the School/Centre/Setting/Service. It may be decided to take no action, issue an informal warning and/or professional advice to the member of staff, or institute an investigation under disciplinary procedures.

In any case where the complaint warrants investigation, the LADO will also discuss with the representative of the School/Centre/Service whether the member of staff needs to be suspended. In addition, there will be discussion about what the person can be told about the allegation, taking account of any views expressed by the Police and Children's Social Care in the strategy meeting.

Where there is particular concern about the progress of cases involving allegations against members of staff then the Headteacher or Chair of Governors of the School or the Manager or LA Officer with responsibility for the Centre/Service should contact the LADO in the first instance. Should the concern continue then there is the facility to contact the LA Named Senior Officer.

The LADO will maintain a confidential record of the progress and outcomes of each allegation in accordance with DfE requirements on the LA Children's Social Care Management Information System for monitoring and reporting purposes.

RECORDING ALLEGATIONS

When it is alleged that a teacher or other member of education staff has physically, sexually, or emotionally abused a child then this should be reported immediately to the Designated Safeguarding Lead and the Headteacher/Manager. Where the allegation or concern relates to the Headteacher/Manager then this should be reported immediately to the Designated Governor for Safeguarding and Child Protection and/or the Chair of Governors/LA Officer with responsibility for the Centre/Setting/Service.

The Headteacher/Manager assumes the role of case manager and should try to establish the practical details about the time, dates(s) and location of the alleged abuse and the names of potential witnesses. On no account should the Headteacher/Manager seek to interview either a child or children, or the person(s) against whom the allegation has been made. The School/Children's Centre/Day Setting/LA Service must keep a written record and this should be signed and dated by the Headteacher/Manager.

If the allegation concerns the Headteacher/Manager then this information should be gathered by the Chair of the Governing Body/LA Officer with responsibility for the Centre/Service who assumes the role of case manager. On no account should any attempt be made to interview either a child or children, or the Headteacher/Manager.

These enquiries about the practical details relating to the allegation should not constitute an investigation and should not in any way try to establish guilt or innocence.

REPORTING ALLEGATIONS

All allegations must be reported to and discussed with the LADO in the first instance. The revised 5th education of the London Child Protection Procedures (March 2017) specify that the LADO should be informed within 1 working day of the allegation being made. The LADO will then facilitate a referral to the Multi-Agency Safeguarding Hub (MASH) Advice Line as deemed necessary. In the event that it is not possible to speak to the LADO then the MASH should be contacted directly.

The Duty Officer in the Multi-Agency Safeguarding Hub (MASH) will complete a Contact Record form. The referrer will be asked for information about the child including her/his full name, date of birth, address, telephone number, parents/carers' names, GP, ethnic background and language spoken at home etc. The Duty Officer will also need a brief description of the allegation.

The Duty Officer will then liaise with the LADO and the Team Manager or Duty Manager in the MASH in Children's Social Care.

INITIAL DISCUSSION

The LADO will liaise with the Head or Manager of the School/Centre/Setting/Service, the Team/Duty Manager in the MASH, the Children's Independent Reviewing Officer (Allegations against Professionals) in Children's Social Care and the Police Child Abuse Investigation Team (CAIT) and consider whether the concern should be considered under child protection procedures and if so, what immediate action is required. The LADO will also in conjunction with the Headteacher/Manager/LA Officer consider whether the member of staff should be suspended by the school whilst the procedures are being followed.

During the initial discussion consideration will need to be given to how, and by whom, the parents/carers of a child who has allegedly been abused should be informed if they are not already aware of the allegation. In some circumstances it will be for the School/Centre/Setting to advise parents/carers of an incident involving their child. For example, if the child has had to be physically restrained, or has been injured in an incident at the School/Centre/Setting. In other circumstances Children's Social Care and/or the Police may need to inform parents/carers.

The accused member of staff should normally be told about the allegation as soon as possible. However, where it is clear that Police and Children's Social Care may need to be involved, this should not be done until those agencies have had a discussion with the LADO and it is agreed what information can be disclosed to the person.

Where the allegation is clearly and demonstrably false consideration will need to be given to the management of the false allegation by the school, and where appropriate the LA. In those cases where the allegation represents inappropriate behaviour or poor practice by a member of staff, further consideration will be given to whether it is a matter that can properly be dealt with by the School/Centre/Setting under disciplinary procedures.

Where it is evident that the child has suffered, or is suffering, or is likely to suffer significant harm or where the child has alleged that a criminal offence has been committed then a multi-agency Allegation against Staff and Volunteers (ASV) meeting will be convened by the LADO as soon as is practicably possible.

MULTI- AGENCY ALLEGATION AGAINST STAFF AND VOLUNTEERS (ASV) MEETING

Where an ASV meeting / discussion is convened, it should include a representative of the School/Centre/Service (unless there are good reasons not to do that).

It should take account of any information the School/Centre/Setting/Service can provide about the circumstances or context of the allegation and consider whether other children might be at risk.

The strategy will conclude whether:

- A joint investigation will be undertaken by Children's Social Care and the Police under Section 47 of the Children Act 1989

- The Police will commence investigation into a possible criminal offence

- The matter should be dealt with under the School/Centre's or Agency/LA''s disciplinary procedures

- There is to be no further action.

Where the discussion concludes that there should be an investigation by the Police and Children's Social Care, the representatives present will consider whether the accused member of staff needs to be suspended, or should remain suspended if this is already the case.

In considering whether suspension of the member of staff is appropriate the following criteria will be considered:

- Whether the child is at risk

- Whether the allegations are so serious that dismissal for gross misconduct is possible

- Whether the conduct of the investigation can proceed unimpeded by the continuing presence of the member of staff

Any Police interviews will be arranged to take place away from the School/Centre/Setting/Service premises and to take place at reasonable times.

There will also need to be consideration of whether there are any constraints or limitations on the information that the member of staff can be given about the allegations.

SUSPENSION OF THE MEMBER OF STAFF

In many cases an investigation can be resolved quickly and without the need for suspension.

If the LADO, police and children's social care services have no objections to the member of staff continuing to work during the investigation, then based on assessment of risk the following alternatives should be considered before suspending a member of staff:

• redeployment within the school or college so that the individual does not have direct contact with the child or children concerned;

• providing an assistant to be present when the individual has contact with children;

• redeploying to alternative work in the school or college so the individual does not have unsupervised access to children;

• moving the child or children to classes where they will not come into contact with the member of staff, making it clear that this is not a punishment and parents have been consulted; or

• temporarily redeploying the member of staff to another role in a different location, for example to an alternative school or college or work for the local authority or academy trust.

These alternatives allow time for an informed decision regarding the suspension and possibly reduce the initial impact of the allegation. This will, however, depend upon the nature of the allegation. The case manager should consider the potential permanent professional reputational damage to employees that can result from suspension where an allegation is later found to be unsubstantiated, unfounded or maliciously intended.

If suspension is to take place the Headteacher or Chair of Governors for the School or Manager/LA Officer with responsibility for the Centre/Setting/Service should be advised and supported in this action by their HR Provider. The member of staff concerned will be advised to seek the advice of his/her trade union or professional organisation before commencing an interview with the Headteacher or Chair of the Governing Body of the School or the Manager/LA Officer with responsibility for the Centre/Setting/Service.

It should be noted that the LA cannot require a School to suspend a member of staff, it can only advise them to do so. The power to suspend is vested in the Headteacher and the Governing Body. The Headteacher of a School can suspend any other member of staff, and the Governing Body can suspend the Headteacher. The Chairman can act for the Governing Body of a School when an urgent decision about suspending the Headteacher is needed.

When the member of staff has been suspended by a Headteacher, then the Chair of the Governing Body and the Director of Children's Services (CS) must be informed formally in writing by the Headteacher. If the suspension is of the Headteacher, then the Director of CS must similarly be informed in writing by the Chair of Governors.

If the member of staff is employed by the School/Centre/Setting/Service through an agency, the Director of the Agency must also be informed in writing by the Headteacher/Manager of the concerns and of the decision to suspend the employment of the member of staff at the School/Centre/Setting/Service.

DEFINITIONS OF THE OUTCOMES OF ALLEGATIONS INVESTIGATIONS

In "Keeping children safe in education: Statutory guidance for schools and colleges – 5 September 2016" (DfE, May 2016) it is advised that the following definitions should be used when determining the outcome of allegation investigations:

a. ***Substantiated:*** there is sufficient evidence to prove the allegation;

b. ***Malicious****:* there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;

c. ***False*****:** there is sufficient evidence to disprove the allegation;

d. ***Unsubstantiated***: there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

The DfE guidance offers the option to use the additional definition of **'unfounded'** to reflect cases where there is no evidence or proper basis which supports the allegation being made. It might also indicate 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.

REFERRAL OF CONCERNS TO DISCIPLINARY PROCEDURES

The decision to refer to disciplinary procedures may be taken

- If the allegation has not proceeded to a referral under child protection procedures, or
- at the multi-agency ASV meeting, or
- at a time when enquiries by the Police and/or Children's Social Care lead to a decision not to pursue the allegation under Section 47 of the Children Act, or
- if the Police or Crown Prosecution Service decide not to pursue the allegation down the criminal/prosecution route.

If an enquiry under child protection procedures continues, or if the Police continue to pursue a criminal investigation, the disciplinary process must be held in abeyance.

If a disciplinary process is to take place, it must be made clear to all those involved in the investigation that this has a different objective from a child protection enquiry.

If at any stage during the disciplinary investigation new evidence emerges which would suggest the matter should be referred again to the LADO and Children's Social Care, the investigation should be halted. It will only be resumed if a further multi-agency ASV meeting / discussion is satisfied that its resumption will not interfere with enquiries.

The Headteacher or Chair of the Governing Body of the School or Manager/LA Officer with responsibility for the Centre/Setting/Service will be supported through the disciplinary process by their HR Provider and disciplinary procedures will be followed.

The Headteacher or Chair of the Governing Body of the School or Manager/LA Officer with responsibility for the Centre/Setting/Service and their HR Provider will monitor the progress of the disciplinary procedures ensuring that all essential parties (e.g. the LADO) are kept informed of the current status

The Headteacher or Chair of the Governing Body of the School or Manager/LA Officer with responsibility for the Centre/Setting/Service, in conjunction with their HR Provider should ensure that the member of staff against whom the allegation has been made is offered counselling during the process.

CASES IN WHICH THE ALLEGED PERPETRATOR RESIGNS AND / OR REFUSES TO COOPERATE WITH THE PROCESS

Part four of "Keeping children safe in education: Statutory guidance for schools and colleges – 5 September 2016" (DfE, May 2016) specifies that **if the accused person resigns, or ceases to provide their services, this should not prevent an allegation being followed up in accordance with this guidance**

It is important that every effort is made to reach a conclusion in all cases of allegations bearing on the safety or welfare of children, including any in which the person concerned refuses to cooperate with the process. Wherever possible the accused should be given a full opportunity to answer the allegation and make representations about it.

The process of recording the allegation and any supporting evidence, and reaching a judgement about whether it can be substantiated on the basis of all the information available, should continue even if that cannot be done or the accused does not cooperate.

It may be difficult to reach a conclusion in those circumstances, and it may not be possible to apply any disciplinary sanctions if a person's period of notice expires before the process is complete but it is important to reach and record a conclusion wherever possible.

ACTION ON CONCLUSION OF A CASE

If the allegation is substantiated and the person is dismissed or the employer ceases to use the person's services, or the person resigns or otherwise ceases to provide his or her services, the LADO will discuss with the Headteacher or Chair of Governors for the School or Manager/LA Officer with responsibility for the Centre/Setting/Service and their HR Provider whether to refer the case to the Disclosure and Barring Service (DBS) for consideration of inclusion on the barred lists; or to refer to the Teaching Agency.

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

In such circumstances, the duty to refer an individual to the DBS arises where an employer has removed the individual from relevant work with children (regulated activity) or the person has chosen to cease relevant work in circumstances where they would have been removed had they not done so. **This is a legal duty and failure to refer when the criteria are met is a criminal offence**.

The statutory guidance (DfE, 2016) states that if the accused person resigns or their services cease to be used and the criteria are met, it will not be appropriate to reach a settlement/compromise agreement. A settlement / compromise agreement which prevents the school or college from making a DBS referral when the criteria are met would likely result in a criminal offence being committed as the school or college would not be complying with its legal duty to make the referral.

The DBS will consider whether to bar the person from working in regulated activity, which will include most work in schools and other educational establishments. Local Authorities, schools, FE colleges and other bodies all have a statutory duty to make reports, and to provide relevant information to the DBS. Referrals have to be made as soon as possible after the resignation or removal of the member of staff involved and within one month of ceasing to use the person's services.

Professional misconduct cases have to be referred to the relevant regulatory body.

ALLEGATIONS WITHOUT FOUNDATION

Where it is decided that an allegation is demonstrably false a written report should be made giving the reasons for the conclusion that the allegation is without foundation. This will normally be undertaken by the Headteacher or Chair of Governors at the School or the Manager or LA Officer responsible for the Centre/Setting/Service. However, if a multi-agency ASV meeting / discussion had been necessary then it will be detailed in the minutes of the meeting / discussion.

In such cases consideration should be given to the possibility that the child may be experiencing abuse elsewhere which requires further enquiries and will involve the Designated Teacher in further consultation.

The Headteacher or Chair of the Governing Body of the School or the Manager/LA Officer with responsibility for the Centre/Setting/Service will inform the member of staff orally and in writing that no further action is to be taken under disciplinary or child protection procedures.

The Headteacher or Chair of Governing Body of the School or the Manager/LA Officer with responsibility for the Centre/Setting/Service will inform the parents/carers of the outcome of the consideration of the allegation.

The Headteacher/Chair of the Governing Body of the School or the Manager/LA Officer with responsibility for the Centre/Setting/Service and their HR Provider will consider whether to offer counselling and/or informal professional advice to the member of staff as appropriate.

CONFIDENTIALITY

When an allegation is made, the school or FE college/Centre/Setting/Service must make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

Provisions under Sections 141F, 141G and 141H of the Education Act 2002 (as amended by Section 13 of the Education Act 2011) effective from 1st October 2012 seek to protect the anonymity of staff who are the subjects of allegations through the introduction of reporting restrictions preventing the publication of any material that may lead to the identification of a teacher who has been accused by, or on behalf of, a pupil from the same school (where that identification would identify the teacher as the subject of the allegation).

The reporting restrictions apply until the point that the accused person is charged with an offence, or until the Secretary of State or the General Teaching Council for Wales publishes information about an investigation or decision in a disciplinary case arising from the allegation. The reporting restrictions also cease to apply if the individual to whom the restrictions apply effectively waives their right to anonymity by going public themselves or by giving their written consent for another to do so or if a judge lifts restrictions in response to a request to do so.

The legislation imposing restrictions makes clear that “publication” of material that may lead to the identification of the teacher who is the subject of the allegation is prohibited. “Publication” includes “any speech, writing, relevant programme or other communication in whatever form, which is addressed to the public at large or any section of the public”. This means that a parent who, for example, published details of the allegation on a social networking site would be in breach of the reporting restrictions (if what was published could lead to the identification of the teacher by members of the public).

The Police will not normally provide any information to the press or media that might identify an individual who is under investigation, unless and until the person is charged with a criminal offence. (In exceptional cases where the Police would like to depart from that rule, e.g. an appeal to trace a suspect, they must apply to a magistrates’ court to request that reporting restrictions be lifted).

The Headteacher/Manager/LA Officer responsible should take advice from the LADO, Police and Children’s Social Care services 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 be reasonably given to the wider community to reduce speculation; and

• how to manage press interest if and when it should arise.

INFORMATION FOR PARENTS/CARERS

Parents or carers of a child or children involved should be told about the allegation as soon as possible if they do not already know of it. However, where a strategy discussion is required, or police or children's social care services need to be involved, the case manager should not do so until those agencies have been consulted and have agreed what information can be disclosed to the parents or carers. Parent or carers should also be kept informed about the progress of the case, and told the outcome where there is not a criminal prosecution, including the outcome of any disciplinary process. The deliberations of a disciplinary hearing, and the information taken into account in reaching a decision, cannot normally be disclosed, but the parents or carers of the child should be told the outcome in confidence.

Parents and carers should also be made aware of the prohibition on reporting or publishing allegations about teachers in section 141F of the Education Act 2002 (see below). If parents or carers wish to apply to the court to have reporting restrictions removed, they should be told to seek legal advice.

SUPPORT FOR THE MEMBER OF STAFF WHO IS THE SUBJECT OF AN ALLEGATION

It is recognised that being the subject of an allegation of a child protection nature can be a difficult emotional experience for a member of staff. Employers have a duty of care for their employees and support should be provided throughout the process of the investigation and beyond.

A member of the senior management team should be appointed as the key link person for the member of staff. The staff member should also be encouraged to seek additional guidance from their professional association or trade union.

The individual needs of the member of staff should also be reviewed at the end of the case. A member of staff who has been the subject of a false or unsubstantiated allegation should be offered both professional and emotional support. This will assist her/him in re-establishing his/her professional confidence and self-esteem and, where suspension has been applied, to help her/him to re-integrate into the workplace community.

In those cases where the investigation has shown the allegation to be an issue of the conduct or competency of the member of staff, this should this followed up under disciplinary procedures and/or conduct counselling and training should be offered.

Appropriate support will also need to be provided to enable the member of staff to continue his/her career.

LEARNING LESSONS

At the conclusion of a case in which an allegation *is* substantiated, the LADO should review the circumstances of the case with the case manager to determine whether there are any improvements to be made to the school or college's procedures or practice to help prevent similar events in the future. This should include issues arising from the decision to suspend the member of staff, the duration of the suspension and whether or not suspension was justified. Lessons should also be learnt from the use of suspension when the individual is subsequently reinstated. The LADO and case manager should consider how future investigations of a similar nature could be carried out without suspending the individual.

SEEKING ADVICE IN RELATION TO AN ALLEGATION AGAINST A MEMBER OF STAFF OR PROFESSIONAL WORKING IN THE SCHOOL/CENTRE /SETTING/SERVICE

Where seeking advice in relation to a possible allegation against a member of staff or professional working in the School/Centre/Setting/Service or where there is particular concern about the progress of a case, the Headteacher or Chair of Governors of the School or the Manager or LA Officer with responsibility for the Centre/Setting/Service should contact:

- **Tower Hamlets Local Authority Designated Officer (LADO)**

Tel: 020 7364 5290
Email: LADO@towerhamlets.gov.uk

Should the LADO not be available then the following can be contacted:

- **Tower Hamlets Multi-Agency Safeguarding Hub (MASH)**

Tel: 020 7364 5601 / 5606
Email: MASH@towerhamlets.gov.uk
Secure email: MASH@towerhamlets.gcsx.gov.uk

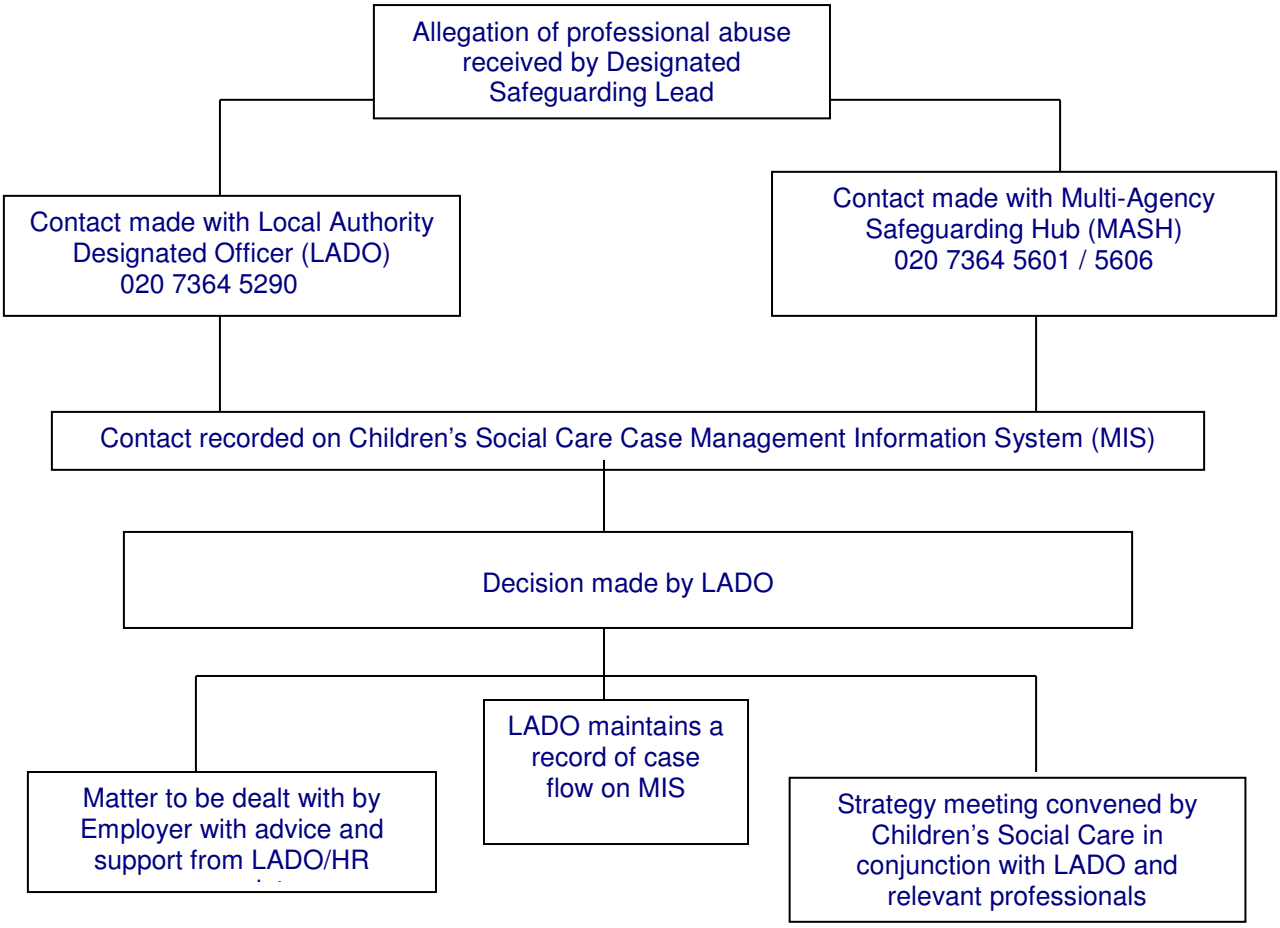
(Note – information should only be emailed following prior discussion with the LADO / Duty Officer).

For advice in relation to Safer Recruitment, Disqualification under the Childcare Act 2006 and the implementation of disciplinary procedures in relation to concerns of a child protection nature contact the:

- **Tower Hamlets People Resourcing Team**

Tel: 020 7364 5011

Flowchart of Procedure for Managing Allegations against Staff and Volunteers Working with Children



Agencies/Persons invited to a multi-agency ASV meeting if appropriate can include:

Alleged Perpetrator-Tower Hamlets employees	Alleged Perpetrator-Others
• LADO • Education Safeguarding • Police • HR Provider • Service Manager • Manager/ School Chair of Governors • Named Senior Officer (Christine McInnes)	• LADO • Education Safeguarding • Police • Muslim Children's Safeguarded Co-ordinator • Service Manager/Employer • Chair of Governors/Management Committee • HR Provider