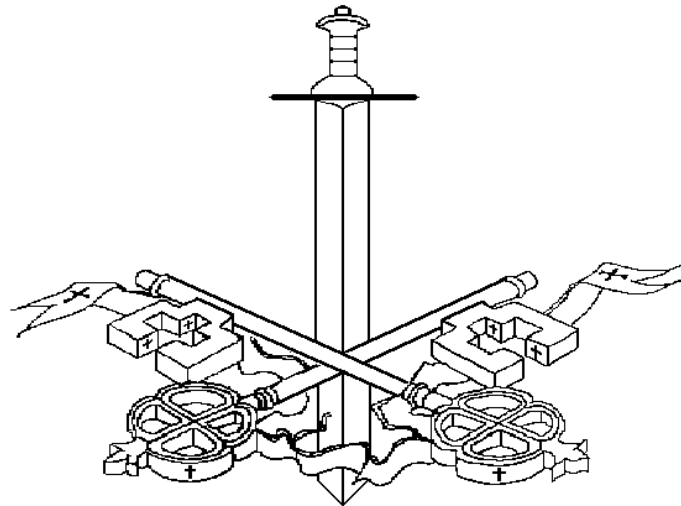


Ss. Peter and Paul Catholic Primary School

Allegations of Abuse Against Staff Policy



Ss. Peter & Paul Catholic Primary School

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Approved by Governors: March 2014

Updated: March 2014

Review Date: June 2017

INTRODUCTION

The new procedures in Wirral for Managing Allegations or Concerns about Adults Working with Children are designed to provide an independent service which will ensure that all referrals are appropriately investigated or monitored by the Allegations Officers. This service will cater for concerns/allegations of "significant harm" and other concerns which would render an adult unsuitable to work with children. The key principles of this service is that children are appropriately safeguarded, and that the process is proportionate, consistent, transparent and timely. The process of any investigation can be very difficult and stressful for those involved, and it is therefore crucial that support for both the child/ren and adult/s involved is provided.

REFERRAL PROCESS (please also refer to Flow Chart)

If you have a concern or an allegation is made about a person who works with children, whether a professional, staff member, foster carer or volunteer and they may have:-

- 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 indicated s/he is unsuitable to work with children, should then follow the process outlined below:-
1. The member of staff should first discuss this matter with the Headteacher if in the school or the Pre School Manager if in Little Acorns. If, however the concern/ allegation concerns the Senior Manager, then the concern/allegation should be notified to the Chair of Governors, the Chairs address can be found by contacting the school office.
 2. If the concern/allegation meets the criteria set out in Wirral's Local Safeguarding Board Procedures, then the Senior Manager must contact Kenneth McKenzie, Local Authority Designated Officer on 0151 666 4582 or 07745971671 to gain advice on next steps. An initial discussion will take place as to how the matter will be progressed.
 3. If it is agreed that it is an appropriate referral to the Allegations Officers, then a referral form, (available on the LSCB website
 4. If a Strategy Meeting or Discussion is required, it will normally be chaired by the Safeguarding and Child Protection Manager, or a Child Protection Coordinator from the Children's Safeguarding Unit.
 5. There are four possible outcomes to a referral being made:
 - The referral is not meet the threshold for investigation
 - Referring agency undertakes their own investigation within agreed timescales and advises Allegations Officers of the outcome

- Allegations officer assists the referring agency with investigation (ie in the voluntary sector or for the purpose of independence) within agreed timescales.
 - Allegations Officer or Social Worker from Assessment and Care Management Team undertakes investigation regarding "significant harm" as defined in Section 47 of the Children Act (1989) within agreed timescales.
6. Each case will be reviewed in accordance with the Procedures at least monthly by either the Senior Allegations Officer or the Safeguarding and Child Protection Manager.
 7. The Headteacher will be clear whether a referral has been accepted, if so, be kept informed of the progress of the investigation and a representative of your organisation would be invited to participate in the Strategy Meeting/Discussion. On completion of the investigation the Headteacher will expect to know the outcome of the investigation. Where an allegation is made regarding an adult within Little Acorns OFSTED must be informed within 14 days.

Other useful references:

Wirral Local Safeguarding Children Board Procedures (www.wirral.gov.uk/LSCB)

Child Protection Handbook for Daycare Providers

**“What to do if you’re worried a child is being abused - Summary” Dept. of Education and Skills
(download copies from www.everychildmatters.gov.uk or tel. 0845 60 222 60)**

Working Together to Safeguard Children - HM Government 2006

Brentwood Early Years Centre Anti Bullying Policy.

Brentwood Day Care Child Protection Policy

Telephone and contact numbers:-

**Social Care Central Advisory and Duty Team (CADT)– 606 2006
Social Care Emergency Duty Team (EDT) Out of Hours – Tel: 652 4991
Fax: 677 5372 .**

Local Safeguarding Unit - 0151 666 4442 for advice and support

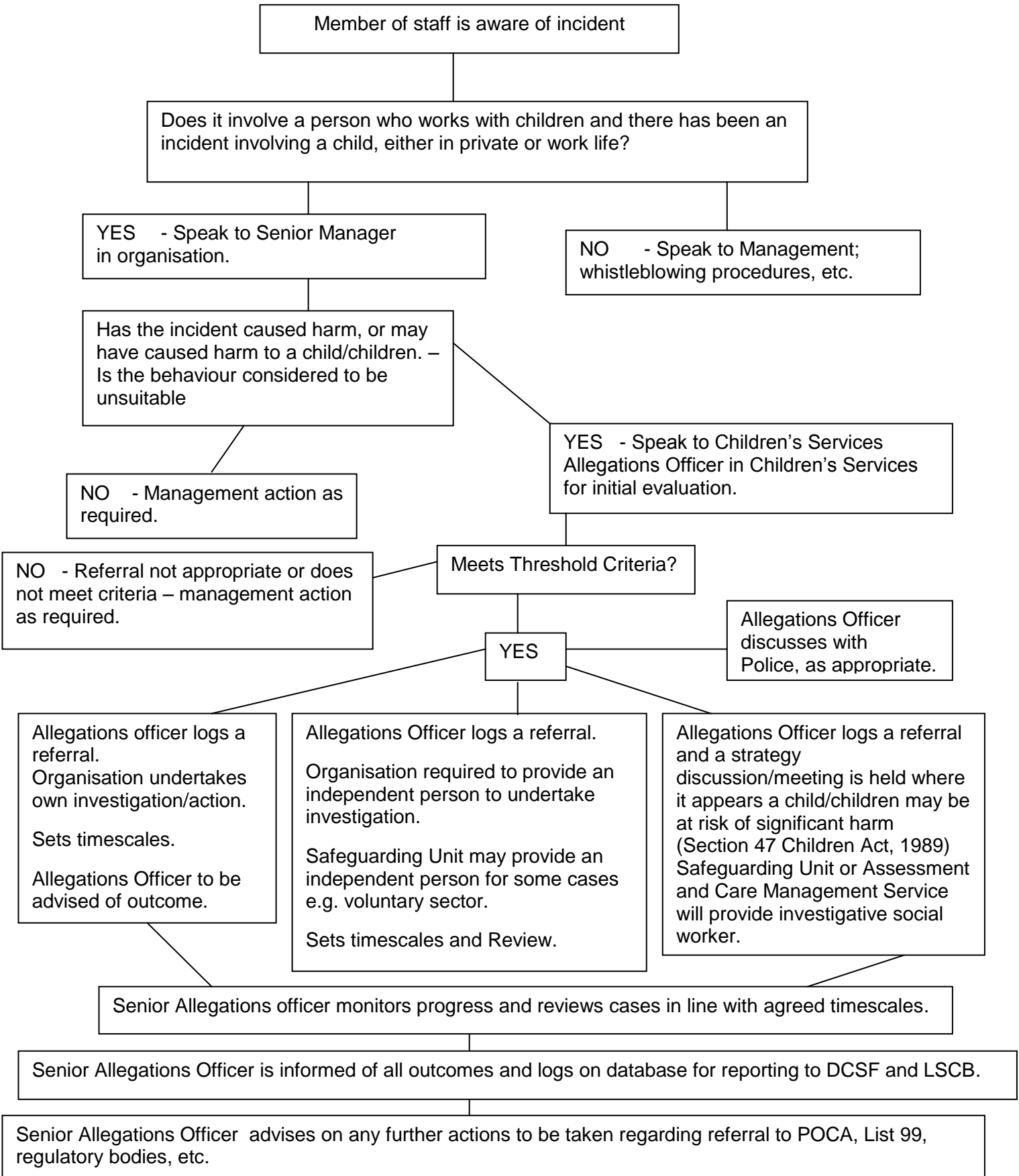
Merseyside Police, Family Crime Investigation Unit – 777 2683

Merseyside Police – 709 6010

Ofsted, Royal Exchange Buildings, St Anne’s Square, Manchester M2 7LA – 08456 404040

NSPCC – 0808 800 5000

FLOW CHART FOR REPORTING ALLEGATIONS AGAINST ADULTS WORKING WITH CHILDREN



ALLEGATIONS AGAINST AN ADULT WHO WORKS WITH CHILDREN

REFERRAL FORM

To be completed by the Senior Manager (or other designated person to provide the information) of the employing agency for the adult concerned. To be emailed directly to the Children's Safeguarding Unit within 24 hrs of the allegation being made.

DATE ALLEGED INCIDENT HAPPENED	
DATE ALLEGATION RECEIVED BY REFERRING AGENCY	
DATE ALLEGED INCIDENT REFERRED TO CHILDREN'S SAFEGUARDING UNIT	

1. ADULT AGAINST WHOM THE ALLEGATION HAS BEEN MADE

NAME							
D.O.B.		GENDER		ETHNICITY			
ADDRESS							
CONTACT DETAILS	TEL:		EMAIL:				
JOB TITLE							
EMPLOYER							
EMPLOYER ADDRESS & CONTACT DETAILS	TEL:		EMAIL:				
EMPLOYING AGENCY OF THE ADULT CONCERNED (WHERE ALLEGATION/INCIDENT OCCURRED)							
SOCIAL CARE		HEALTH		EDUCATION		CONNEXIONS	
POLICE		YOT		PROBATION		CAFCASS	
FAITH GROUP		NSPCC		ASSYLUM/IMMIGRATION		VOLUNTARY YOUTH ORG.	
ARMED FORCES		OTHER		IF OTHER OR VOL. YOUTH ORG. PLEASE STATE WHICH			

2. HAVE THERE BEEN ANY PREVIOUS ALLEGATIONS AGAINST THE ADULT?: YES/NO

If YES please provide details including dates and any previous referrals to the Children's Safeguarding Unit:

3. REFERRER

NAME	
JOB TITLE	
ORGANISATION	
CONTACT DETAILS (incl. E-Mail Address)	

4. SENIOR MANAGER

IS THE SENIOR MANAGER OF EMPLOYING AGENCY OF THE ADULT CONCERNED AWARE OF THE ALLEGATION? YES/NO
If no, please give reason why not:

5. CHILD'S DETAILS

NAME					
DATE OF BIRTH		GENDER	MALE/FEMALE	ETHNICITY	
CURRENT ADDRESS (inc. post code)					
CONTACT DETAILS	TEL		EMAIL		
PARENTS/CARERS					
PARENTS/CARERS ADDRESS (inc. post code)					
CONTACT DETAILS	TEL		EMAIL		

DOES THE CHILD HAVE ANY COMMUNICATION NEEDS? YES/NO If so please state what:

IS THE CHILD KNOWN TO CHILDREN'S SOCIAL CARE?	YES/NO	PARIS ID	
IF YES PLEASE INDICATE IN WHAT CAPACITY (Please tick):			
FAMILY SUPPORT		CHILD PROTECTION PLAN	LOOKED AFTER CHILD (see below also)
LEGAL STATUS IF LOOKED AFTER CHILD(Please tick):			
S.20 ACCOMMODATION	INTERIM CARE ORDER	CARE ORDER	PLACEMENT ORDER
			SPECIAL GUARDIANSHIP
CHILD'S SOCIAL WORKER			
CONTACT DETAILS	TEL	EMAIL	
HAS THE CHILD'S SOCIAL WORKER BEEN INFORMED? YES/NO			
If not please give reasons why not:			

6. ARE THERE ANY OTHER CHILDREN INVOLVED IN THE ALLEGATION? YES/NO
(Please provide details below)

NAME	DATE OF BIRTH	ADDRESS & CONTACT DETAILS	PARENTS (Inc. address & contact details if different from child)

7. DOES THE ADULT CONCERNED HAVE CONTACT WITH ANY OTHER CHILDREN?
(Including their own children, grandchildren or via extended family networks/friends/youth groups/other employment etc)

NAME	DATE OF BIRTH	RELATIONSHIP TO ADULT CONCERNED	ADDRESS & CONTACT DETAILS

8. NATURE AND DETAILS OF ALLEGATION

Please indicate the nature of the allegation (Please tick):							
PHYSICAL	<input type="checkbox"/>	SEXUAL	<input type="checkbox"/>	EMOTIONAL	<input type="checkbox"/>	NEGLECT	<input type="checkbox"/>
DOES THE ALLEGATION INVOLVE THE USE OF COMMUNICATIONS TECHNOLOGY?							YES/NO
IF YES PLEASE INDICATE THE FORM OF COMMUNICATION USED: i.e. mobile phone imagery, text, social networking site, internet etc.							

PLEASE PROVIDE FACTUAL DETAILED INFORMATION ABOUT WHAT HAS BEEN SEEN OR HEARD AND BY WHOM:
--

9. DISCUSSIONS AND ACTIONS

RECORD OF DISCUSSION AND ACTIONS (To be completed by Children's Safeguarding Unit)

10. DECISION (To be completed by Children's Safeguarding Unit)

DOES THIS MATTER MEET THE CRITERIA FOR INVESTIGATION UNDER LADO PROCEDURES IN APPENDIX 5 OF WORKING TOGETHER (2006)?	YES/NO
ARE ENQUIRIES BEING MADE UNDER S.47 OF THE CHILDREN ACT (1989)?	YES/NO
STRATEGY MEETING TO BE CONVENED	YES/NO
STRATEGY DISCUSSION ONLY (PLEASE TICK)	

11. ACTIONS TAKEN PRIOR TO STRATEGY MEETING / DISCUSSION

ACTION	AGENCY/PERSON RESPONSIBLE	TIMESCALE

12. ANY OTHER RELEVANT INFORMATION PROVIDED / REQUIRED

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13. MEMBER OF STAFF FROM CHILDREN’S SAFEGUARDING UNIT RECEIVING AND RECORDING INFORMATION

MEMBER OF STAFF RECEIVING INFORMATION		DATE:	
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MEMBER OF STAFF COMPLETING THIS FORM		DATE:	
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This policy/document was reviewed by:-

Signed.....

Date:

Position.....

Signed.....

Date:

Position.....

The next revision date is: