Public

GREENWOOD ACADEMIES TRUST

# Managing Allegations against Adults Working within the Trust
# Policy and procedural document

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Public

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**Policy Statement**

The care and support of all children and young people is of paramount concern to the Greenwood Academies Trust. The Trust takes the day to day care of its pupils, staff and volunteers very seriously. The Trust recognises that for large parts of a pupils' early life, teachers and support staff play a key and critical role in influencing and shaping their life; academically, socially and morally.

At Greenwood Academies Trust we are committed to safeguarding children and young people and we expect everyone who works for the Trust to share this commitment.

Anyone working within the Trust (employed, volunteering or on other placement) take all welfare concerns seriously and encourage pupils to talk to us about anything that worries them whilst recognising that children may not feel ready or know how to tell someone they are being abused, exploited or neglected, and/or they may not recognise their experiences as harmful.

The welfare of the child is paramount, and we will always act in the pupil's best interest.

Greenwood Academies Trust takes allegations very seriously against any adult working within the Trust and acknowledges that if concerns are not addressed as early as possible they can create unsafe working environments and leave colleagues and children increasingly vulnerable.

Anyone working within the Trust, children and young people and their parents/carers will be made aware of this policy and it will be available on the Trust and Academies' websites for public access.

For the avoidance of doubt all procedures covered in this policy will apply to anyone working with or for the Trust in any capacity to include staff, agency workers, trainee teachers, volunteers, contractors, Trustees, casual workers, self-employed individuals and any organisation or individual using Trust premises to run activities for children. (throughout this document referred to as 'colleagues' or 'adult working within the Trust').

This Policy affirms that any allegations should be dealt with robustly, without prejudice and with the co-operation of external agencies where appropriate and necessary. This Policy should be read alongside:

- Greenwood Academies Trust Safeguarding Policy;
- Greenwood Academies Trust Site Specific Safeguarding Arrangements;
- Greenwood Academies Trust Staff Code of Conduct;
- Working Together to Safeguard Children 2026.
- DfE Keeping Children Safe in Education (current title published in September)
- Local arrangements for managing allegations issued through the relevant Local Safeguarding Partnerships;
- The Children Act 1989 and 2004;
- The Children and Social Work Act 2017;
- The Education Act 2002.

This document follows statutory guidance from the Department for Education when carrying out duties relating to handling allegations of abuse against adults working within the Trust.

**Responsibilities**

Every adult working within the Trust has a statutory responsibility to report all allegations of child abuse and to alert the Executive Principal, Academy Principal or Head of Academy (or Director of Safeguarding if any of the above is/are the subject of the allegation or not available), if they suspect that child abuse may have occurred. Failure to report a child protection concern could result in disciplinary action.

The Principal and Trust Directors are responsible for ensuring that colleagues are aware of their duty to report any allegation or concerns of a child protection nature. The failure to report may put a child at risk; or imply a breach of the colleague's contractual duty.

**Allegations against Adults Working within the Trust**

This policy should be followed in all cases where concerns are identified in relation to an adult working within the Trust which affects/could affect pupil welfare or may result in a potential safeguarding issue.

Concerns about colleagues in the context of pupil welfare and safeguarding may arise in a number of ways:

- poor attitude or practice that potentially impacts on the general well-being of children that need addressing (which could include but is not limited to: being over-friendly with children, having favourites, taking photographs of children on their mobile phone contrary to policy, engaging with a child on a one to one basis in a secluded area or behind a closed door or humiliating children);
- aspects of poor practice witnessed by others;
- adults speaking against the ethos of the Academy; and/or
- non-compliance with Trust's policies and procedures relating to safeguarding including the staff code of conduct.

There are criteria within national and local guidance that indicate when concerns must be discussed with outside agencies, especially the Local Authority Designated Officer (LADO). This is a statutory role which gives advice, support and consultation on all matters relating to allegations against people in a professional and volunteer role involving children, young people and, if appropriate, vulnerable adults.

Trust procedures must not be confused with statutory investigations carried out by Social Care or the Police. Internal investigations must only be carried out once the LADO and Police have concluded their involvement or at their request and with direction from the Trust People Directorate and Safeguarding Directorate.

The following must be discussed with the LADO where it is alleged that anyone working within our academies, whether directly or not directly employed by the Trust has:

- behaved in a way that has harmed a child, or may have harmed a child and/or;
- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she would pose

a risk of harm to children; and/or

- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The suitability threshold includes behaviour outside school or work that may result in an individual being unsuitable to work with children. Where appropriate, the Trust will assess transferable risk and seek LADO advice if necessary.

The Trust's Safeguarding Directorate must be notified **first** (prior to contact with the LADO) of any such concerns and will ensure that support is offered to all relevant parties, including the person against whom the allegation has been made.

It is acknowledged that concerns about adults working within the Trust will come from a variety of sources, sometimes other than from the person who may be the victim of any concerns. It is essential that all colleagues understand that no matter whether they are directly or indirectly affected by any concerns, they should be passed on.

**Dealing with Allegations against Adults Working within the Trust Investigations**

There are three types of investigation:

- by Social Care and the Police;
- by the Police under criminal law; or
- by the Greenwood Academies Trust in line with disciplinary procedures.

If an allegation is made against an adult working within the Trust, the quick resolution of that allegation should be a clear priority to the benefit of all concerned. At any stage of consideration or investigation, all unnecessary delays should be eradicated.

In cases where concerns must be discussed with the LADO, an internal investigation cannot be initiated into an allegation against the adult until consultation has taken place with the LADO.

When an allegation of abuse is made against an adult working within the Trust there must be an immediate consideration of whether a child is at risk of significant harm and in need of protection with appropriate referrals to social care or the police made through local referral pathways.

All allegations or concerns must be immediately reported to the Executive Principal, Academy Principal or Head of Academy (as appropriate) who will act as the Case Manager or delegate this role to an appropriate member of staff. If the Executive Principal , Academy Principal or Head of Academy is the subject of the allegation you must notify the Director of Safeguarding. All information regarding any concern will be shared with the People Directorate and the Safeguarding Directorate Helpdesk.

**Please see appendix 4 for specific lines of reporting and contact details – reference to Case Manager within the policy should be cross referenced with appendix table**

**For full details of procedure please refer to Greenwood Academies: Managing Allegations against Adults Working within the Trust - Process for Case Managers document**

The Case Manager will apply common sense and judgement, deal with allegations quickly, fairly and consistently and provide effective protection for the child and support

for the person subject to the allegation.

The Case Manager will also be responsible for contacting the LADO to share the information about the allegation and to discuss the next steps and;

- recording decisions (including the rationale behind them);
- informing all parties (as appropriate) of next steps;
- discussing options for the person against whom the allegations are made with the Safeguarding Directorate and People Directorate;
- attending, with the support of the Trust's Safeguarding Directorate and People Directorate, any appropriate strategy meeting if and when called
- sharing any additional concerns relating to the welfare of other children in the community or the member of staff's family with the LADO and ensuring risk assessment is undertaken regarding the situation
- ensuring that all involved parties are updated with progress of the investigation, case progress and outcomes

The discussions with the LADO will help the Case Manager to know the best options to deal with the allegations. If the matter is to be dealt with internally within the Academy or setting, the Case Manager will, with the necessary support from the People Directorate, make very clear plans for managing the allegations, the impact on others and the preventative steps needed to avoid such a situation occurring again.

If the LADO feels that the matter needs a formal investigation external to the Academy or the Trust this will take the form of a strategy meeting with clear multi-agency discussions and plans taking place.

Agreement must be reached with the LADO (and the Police / Children's Social Care if appropriate) and the People Directorate as to how information is shared and maintained with the colleague concerned throughout the investigative process.

The Case Manager will keep a record of all agreed actions and the strategies used including the rationale behind them throughout the investigation process.

**Supporting those involved**

The Greenwood Academies Trust has a duty of care to all colleagues and will act to manage and minimise the stress inherent in the allegations process, recognising that being subject to an allegation or safeguarding concern is likely to be a stressful experience. Colleagues will be notified of any concerns or allegations as soon as possible after the LADO referral and given an explanation of the likely course of action, unless there is an objection by Children's Social Care or the Police as advised by the LADO. The adult will be advised to seek support from a colleague which may include representation from their professional body.

The Case Manager will appoint a named person to keep the person who is the subject of the allegation informed of the progress of the case and consider what other support is appropriate for the individual.

Arrangements must be made by the Case Manager to notify the parents or carers of the child(ren) of the allegation as soon as possible if they do not already know of it.

However, where a strategy discussion is required, or the Police or Social Care 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. Parents or carers should 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 internal process where appropriate (consideration of any information to be shared with parents/carers should be discussed with the Principal, Case Manager, People Directorate Adviser and/or Safeguarding Adviser, particularly when the allegation is made directly by a parent/carer). The deliberations of any hearing, and the information taken into account in reaching a decision, will not be disclosed but the parents or carers of the child should be told the outcome in confidence.

Parents and carers must be made aware of the requirement to maintain confidentiality about any allegations made against a teacher whilst investigations are ongoing (Education Act 2002 section 141F paragraph 233-234). They should be kept informed about the progress of the case only in relation to their own child. No information should be shared with parents or carers about the adult subject to the allegation beyond what is agreed with the LADO and/or social care and/or the police.

It is extremely important that when an allegation is made, all parties make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

**Considering Suspension**

The possible risk of harm to children posed by an accused person should be evaluated and managed in respect of the child(ren) involved in the allegations. In some rare cases that will require the Case Manager to consider suspending the accused until the case is resolved.

Suspension should not be an automatic response when an allegation is reported; all options to avoid suspension should be considered prior to taking that step. Based on assessment of risk, alternatives must be considered by the Case Manager including those below, with the support of the People Directorate before suspending the adult for whom the allegation has been made against (and Appendix 3 - Managing Allegations Risk Assessment must be completed and returned to the People Directorate and copied to the Safeguarding Directorate Helpdesk):

- redeployment so that the individual does not have direct contact with the child(ren) concerned;
- providing another adult to be present when the individual has contact with children;
- redeployment to alternative work so the individual does not have unsupervised access to children;

If immediate suspension is considered necessary, the rationale and justification for such a course of action should be agreed and recorded by the Case Manager in consultation with the People Directorate. This should also include what alternatives to suspension have been considered and why they were rejected. Where it has been deemed appropriate to suspend the person, written confirmation should be sent within

one working day explaining the reasons for the suspension. This should include details of who the member of staff's named contact is within the Trust and their contact details.

It is important to note that suspension is a neutral act which can protect the interests of both parties and is not a presumption of guilt.

Particular care will be taken where the person is suspended to ensure they are kept informed of both the progress of their case and current work-related issues. The Trust will not prevent social contact with colleagues and friends unless such contact is likely to be prejudicial to the gathering and presentation of evidence.

It is important to note that the decision to suspend can be taken at any point during the investigation.

A referral to the DBS must be considered for any staff member for whom it is decided that they should be deployed to another area of work that is not regulated activity, or they are suspended through this policy.

**Supply and all contracted staff**

In some circumstances the Trust may have to consider an allegation against a colleague not directly employed by them. Whilst not the employer of the contracted staff, the Academy should ensure the same procedures are carried out as for Trust employed staff or volunteers. The Academy remains responsible for gathering facts and managing the allegations process. Employing organisations should be fully involved in any fact finding or LADO investigative processes. Where allegations relate to a trainee teacher, the teacher training provider is expected to follow the same procedure as employing agencies and for self-employed contractors the Trust will do this on their behalf.

Any investigation / decision making should be made in collaboration with the employing organisation, the Case Manager and the LADO. In no circumstances should an academy decide to cease to use an agency worker due to safeguarding concerns without finding out the facts and liaising with the LADO to determine a suitable outcome.

Agencies and organisations should be informed of the Allegations against Adults Working within the Trust Policy and procedures, be fully involved in any investigation and co-operate with any enquiries from the LADO, police and/or local authority children's social care.

Where the Trust / Academy receives an allegation relating to an incident involving an individual or organisation using the premises to run activities for children, Trust policies and procedures will be followed.

**Resignations**

If the accused person resigns, or ceases to volunteer, this should not prevent an allegation being followed up in accordance with the statutory guidance 'Keeping Children Safe in Education'.

**Outcomes**

Where a case has been referred to the LADO an outcome will be agreed at the end of the investigation:

**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 or cause harm to the person subject of the allegation;

**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; or

**Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made

If the allegation is substantiated and the person is dismissed or the person resigns or otherwise ceases to provide their services, the Trust must make a referral to the DBS where legal criteria are met. For teaching staff, the Case Manager must consider referral to the Teacher Regulation Authority (TRA) where relevant criteria are met, including where the Trust may have dismissed the colleague had they not resigned from their post.

Where it is decided on the conclusion of a case that a colleague who has been suspended can return to work, the Case Manager, with the support of the People Directorate will consider how best to facilitate that. The Case Manager will also consider how the person's contact with the child(ren) who made the allegation can best be managed if they are still a student at the academy.

If an allegation is determined to be unsubstantiated, unfounded, false or malicious, the LADO and Case Manager should consider whether the child and/or the person who has made the allegation is in need of help or may have been abused by someone else and this is a cry for help. In such circumstances, a referral to local authority children's social care may be appropriate.

If an allegation is shown to be deliberately invented or malicious, the academy should consider whether any disciplinary action is appropriate in line with the Academy Behaviour Policy.

**Record Keeping**

Details of allegations that are found to have been malicious or false should be removed from personnel records unless the individual gives their consent for retention of the information.

However, for all other allegations i.e. substantiated, unfounded and unsubstantiated, it is important that the following information is kept on the file of the person accused:

- A clear and comprehensive summary of the allegation
- Details of how the allegation was followed up and resolved
- A note of any action taken, decisions reached and outcome i.e., substantiated, unfounded or unsubstantiated
- A copy provided to the person concerned, where agreed by local authority children's social care or the police and
- A declaration of whether the information will be referred to in any future reference

The record should be retained by the People Directorate at least until the accused has

reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.

**References**

Cases in which an allegation was proven to be false, unfounded, unsubstantiated or malicious should not be included in employer references. A history of repeated concerns or allegations which have all been found to be false, unsubstantiated or malicious should also not be included in any reference. Substantiated safeguarding allegations that meet the LADO harm threshold should be included in references, provided that the information is factual and does not include opinions.

Low level safeguarding concerns should not be included in references.

**Learning Lessons**

For all cases, the Case Manager should consult with the LADO, People Directorate and the Safeguarding Directorate to fully consider the facts and determine whether any improvements can be made to policy or practice either within the specific academy or across the Trust to prevent similar events in the future. This should include issues arising from any decision to suspend the colleague, the duration of the suspension and whether or not the suspension was justified.

**Non recent allegations**

Where a colleague makes an allegation to an academy or the Trust that they were abused as a child, the individual should be advised to report the allegation to the Police.

Non-recent allegations made by a child should be reported to the LADO in line with the relevant Local Authority non-recent allegations procedure.

Abuse can be reported no matter how long ago it happened, and any disclosures will be taken seriously by Academy and Trust colleagues.

**Dealing with Low-Level Concerns**

Providing a culture in which all concerns are shared responsibly and with the relevant colleagues, recorded and dealt with appropriately is critical to ensuring an open and transparent culture to enable us to identify concerning, problematic or inappropriate behaviour early, minimising the risk of abuse to any of our pupils and ensuring that all adults working with the Trust are clear about professional boundaries and act in accordance with these.

A low-level concern is not an insignificant concern, it simply means that the behaviour towards a child does not meet the harm threshold as set out in this policy and therefore does not require LADO intervention.

It is any concern, no matter how small and even if it causes no more than a sense of unease or ‘nagging doubt’ that an adult working within the Trust may have acted in a way that:

- is inconsistent with the staff code of conduct (including inappropriate conduct outside of work);
- is in breach of contractual terms and conditions;

- does not meet the allegation threshold or is otherwise not considered serious enough for a referral to the LADO

Examples of such behaviour could include:

- being over friendly with children;
- having favourites;
- taking photographs of children on a personal device contrary to academy/Trust policy;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door;
- using inappropriate sexualised, intimidating or offensive language, or
- humiliating students

This includes any concerns regarding incidents involving other individuals associated with the member of staff (e.g. social care and/or police involvement with the family). All staff are obligated to discuss concerns of this nature with their direct line manager as per their contract of employment.

Such behaviour can exist on a wide spectrum from the inadvertent to thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

Low-level concerns may arise from suspicion, complaint, a disclosure made by a child, parent or adult within or outside the organisation or as a result of employment checks.

***It is important to remember that any concern should firstly be discussed with the Safeguarding Directorate and then the LADO to determine whether the harm threshold has been met – this is not a decision that should be made without consultation*.**

It is crucial that all low-level concerns are shared responsibly with the Executive Principal, Academy Principal or Head of Academy (as appropriate) (or deputy in their absence), recorded in writing to include details of the concern, the context in which the concern arose, the action taken and the name of the person sharing the concern. These must be held confidentially, securely and in line with GDPR regulations.

Low-level concerns which are shared relating to colleagues not employed by the Trust will be notified to their employers,

Colleagues should feel confident to self-refer where they have found themselves in a situation which could be misinterpreted or where their conduct may have fallen below expected professional standards.

Records will be reviewed half termly by Executive Principals and/or Academy Principals and termly by the Trust so that any potential patterns of behaviour can be identified and appropriate action taken which may include through the LADO or People Directorate in consultation with the Safeguarding Directorate.

All low-level concerns must also be recorded on the Low-Level Concerns Form for each academy for which the People Directorate will arrange access to for Principals

and the Safeguarding Directorate.

**Maintaining this Policy and Procedure**

This policy and procedure will be kept up to date and amended accordingly to reflect any changes in response to revised legislation and applicable guidelines.

**Appendix 1** summarises the key responsibilities of the LADO

**Appendix 2** Useful Local Contacts

**Appendix 3** Managing Allegations Risk Assessment

**Appendix 4** Reporting Decisions

## Appendix 1 – Key Responsibilities of the Local Authority Designated Officer

The role of the LADO (or Designated Officer) is governed by the Local Authorities duties under section 11 of the Children Act 2004.

The LADO is responsible for managing allegations against adults who work with children. This involves working with police, children's social care, employers and other involved professionals. The LADO does not conduct investigations directly, but rather oversees and directs them to ensure thoroughness, timeliness and fairness. Ordinarily, to ensure impartiality, the LADO will not have direct contact with the adult against who the allegation has been made, or the family of the child/children involved but will, as part of their role ensure that these have information regarding outcomes.

This guidance outlines procedures for managing allegations against people who work with children who are paid, unpaid, volunteers, casual, agency or anyone self employed.

The LADO must be contacted within one working day in respect of all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed a child; (Criminal Threshold)
- possibly committed a criminal offence against or related to a child; (Harm Threshold)
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children. (Risk Threshold)
- Behaved in a way which raises concerns as to their suitability to work with children ( Suitability Threshold)

There may be up to three strands in the consideration of an allegation:

- a police investigation of a possible criminal offence;
- enquiries and assessment by children’s social care about whether a child is in need of protection or in need of services;
- consideration by an employer of disciplinary action in respect of the individual.

The LADO is responsible for:

- Providing advice, information and guidance to employers and voluntary organisations around allegations and concerns regarding paid and unpaid workers.
- Managing and overseeing individual cases from all partner agencies.
- Ensuring the child’s voice is heard and that they are safeguarded.
- Ensuring there is a consistent, fair and thorough process for all adults working with children and young people against whom an allegation is made.
- Monitoring the progress of cases to ensure they are dealt with as quickly as possible.
- Recommending a referral and chairing the strategy meeting in cases where the allegation requires investigation by police and/or social care.

The LADO is involved from the initial phase of the allegation through to the conclusion of the case. The LADO is available to discuss any concerns and to assist you in deciding whether you need to make a referral and/or take any immediate management action to protect a child.

**Appendix 2 – Useful Contacts**

Greenwood Academies Trust

| Role | Contact Details |
|---|---|
| People Directorate | 0115 748 3310<br>people@greenwoodacademies.org |
| Safeguarding Directorate | 0115 7483310 – Option 4<br>safeguarding@greenwoodacademies.org |

Designated Officers

| Nottingham City Council | Nottinghamshire County Council |
|---|---|
| 0115 876 2302<br>lado@nottinghamcity.gov.uk | 0115 8041272LADO@nottscc.gov.uk |
| **Northamptonshire County Council** | **Leicester City Council** |
| 01604 364 031<br>DOReferral@northamptonshire.gcsx.gov.uk | 0116 454 2440 |
| **Lincolnshire County Council** | **Peterborough City Council** |
| 01522 554674<br>LSCB_LADO@lincolnshire.gov.uk | 01733 864038<br>lado@peterborough.gov.uk |

National Contacts

| Agency | Contact Details |
|---|---|
| NSPCC Whistleblowing Advice Line | 0800 028 0285 |
| NSPCC Information Service | 0808 800 5000 |
| ChildLine | 0800 1111 |
| DBS Referral Helpline | 0300 020 0190 |

**Appendix 3 – Managing Allegations Risk Assessment**

**Managing Allegations Risk Assessment**

*This form should be used in conjunction with the Greenwood Academies Trust Disciplinary Policy and Managing Allegations against Adults.*

GAT takes allegations very seriously and acknowledges if concerns are not addressed as early as possible, they can create an unsafe working environment. The following risk assessment is designed to consider what actions and support is needed during an investigation against a colleague.

| | | | |
|---|---|---|---|
| **Employee Name:** | | | |
| **Job Title:** | | **Start Date:** | |
| **Academy:** | | **Line Manager:** | |
| **Case Details / Overview of concerns** | | | |
| *(Provide context and summary of circumstances, including dates and details of all involved)* | | | |

*Answering the following questions will identify any risk in the employee remaining at work during the investigation. Full rationale should be provided.*

| **1. Are children at risk?** | | |
|---|---|---|
| Is the allegation or concern so serious that there is no alternative but for the member of staff to be suspended? **YES / NO** (please provide details) | | |
| Can the member of staff be redeployed/undertake alternative work within the Academy or Trust so that the individual does not have direct unsupervised contact with children? **Y / N**<br>If **YES** please complete the following: | | |
| **How will this be achieved?** | **Who needs to know?** | **How will this be monitored?** |
| If No to the above, can another adult be present when the member of staff has contact with children? **Y / N**<br>If **YES**, please complete the following: | | |
| **How will this be achieved?** | **Who needs to know?** | **How will this be monitored?** |

| | | |
|---|---|---|
| Is moving the child(ren) to classes where they will not come into contact with the member of staff an option - making it clear that this is not a punishment and parents informed/ consulted as appropriate? **Y / N**<br><br>If **YES**, please complete the following: | | |
| **How will this be achieved?** | **Who needs to know?** | **How will this be monitored?** |
| **2. Are staff at risk?** | | |
| | | |
| **3. Does the employee need protection?** | | |
| | | |
| **4. Is the allegation, if proved, likely to amount to gross misconduct?** | | |
| | | |
| **5. Could the Academy/Trust's reputation otherwise suffer unduly?** | | |
| | | |

| **6. Any other appropriate concerns?** |
|---|
| |

| **7. Decision Considerations** | |
|---|---|
| **Grounds for Suspension:** | **Alternative to Suspension:** |
| ☐ working relationships have severely broken down<br>☐ the employee could tamper with evidence, influence witnesses and/or sway the investigation into the allegation<br>☐ there is a risk to others<br>☐ Other - please specify/document in Q6 above | In considering the above, are any of the following practicable? (please circle)<br>Y / N - moved to a different site or role<br>Y / N - working from home<br>Y / N - changing their working hours<br>Y / N - being placed on restricted duties<br>Y / N - working under supervision |

| **8. Decision Summary** |
|---|
| *(Document rationale – balance of what is fair to the employee against the complaint/allegation, providing further detail in relation to considerations for alternative to suspension)* |

| **9. Decision Outcome** | **Suspend?**** **YES / NO** (please circle) |
|---|---|
| If **YES**, practical arrangements to consider:<br>• Media/comms (internal and external)<br>• IT<br>• Records | If **NO**, any alternative arrangements? (please specify) |

| | | |
|---|---|---|
| • Point of contact<br>• Reviews e.g. every 2 weeks<br>• Support – TU/EAP/Point of Contact | | |
| **10. Communication Plan** | | |
| **Who needs to know?** | **What do they need to know?** | **How will it be communicated?** |
| | | |
| **Signed:** | | (Principal/Director) |
| **Date:** | **Review Date:** | |

** Invoking a suspension without due consideration can amount to a breach of contract. Therefore, the employer should conduct a Preliminary Investigation (initial response) before taking action to suspend. This can include:

- Speaking to the employee about what occurred and ask for their version of events
- Giving the employee the opportunity to respond to the allegations; follow up if necessary
- Consider whether any alternatives to suspension are more appropriate
- 'Duty of Care' - balance of what is fair to the employee against protecting young people/others
- Evidence that the above took place (through completion of the form)

*Upon completion this form should be sent to People Directorate prior to action being taken.*

| **Record of Review** | | |
|---|---|---|
| Any suspension needs to be reviewed on a regular basis. Further considerations and actions must be recorded below: | | |
| **Date** | **Summary of consideration / Decisions made** | **Action required** *(including who and by when)* |
| | | |
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**Appendix 4 – Reporting Decisions**

The Case Manager must be a member of the Senior Leadership Team or a member of staff more senior than the member of staff subject to the allegation and not directly involved – this **must not** be the DSL (unless they have direct line management responsibility for the member of staff subject to the allegation and not in their role as DSL).

**All Reporting Officers should liaise with the Safeguarding Directorate and People Directorate immediately upon receipt of an allegation**

| **Allegation received Against** | **Report To** | **Case Manager** | **Contact Details** |
|---|---|---|---|
| Trustees / Academy Parent Ambassadors | Corporate Affairs Director | Identified by Chair of Trustees | wandy.gannon@greenwoodacademies.org |
| CEO | Chair of Trustees | Chair of Trustees | christine.hall@greenwoodacademies.org |
| Director / Member of ELT | CEO | Identified by CEO | Wayne.norrie@greenwoodacademies.org |
| Executive Principal / Principal | Safeguarding | Identified by Director of Safeguarding | safeguarding@greenwoodacademies.org |
| Member of Academy Based Staff | Principal | Principal / delegated appropriate senior member of staff | |
| Member of Non-Academy Based Staff | Safeguarding | Director of Safeguarding in conjunction with appropriate Director | safeguarding@greenwoodacademies.org |
| Member of Staff working at an alternative Trust site | Principal of Academy where incident occurred | Principal of academy where the incident occurred with Direct Line Manager and Principal of employing academy | |