



University Technical College Warrington (UTCW)

Statement of Procedures for Dealing with Allegations of Abuse against Staff

| Document Detail | |
|-----------------------------------|--|
| Reference Number | UTCW031 |
| Category | Statutory |
| Authorised by | Trust Board |
| Author | Vice Principal |
| Version | 2 |
| Status | Approved |
| Issue Date | Feb 2015 |
| Reviewed | January 2017 January 2019 |
| Next Review Date | January 2021 |
| Summary of Changes – January 2019 | References to key legislation updated: Keeping Children Safe in Education (2018) Working Together to Safeguard Children (2018). Reference to Governing Body amended to UTCW Trust Board References to governors amended to trustees References to Business Manager amended to Business Director References to school amended to College |

CONTENTS

1 INTRODUCTION 3

2 LEGISLATION 3

3 IMPLEMENTATION 4

4 MONITORING AND REVIEW 13

Appendix 1 - Information Guide for Employees Facing Allegations 14

Appendix 2 - Warrington Child Protection/Safeguarding Contacts 17

Appendix 3 - Checklist for Staff Attending a Strategy Meeting 18

Appendix 4 -Consideration of Alternative to Suspension 20

Appendix 5 – Definitions 21

1 INTRODUCTION

- 1.1 University Technical College Warrington (UTCW) takes its responsibility of care for its students seriously. We recognise that any possibility that a member of staff may have hurt a student must be investigated thoroughly, but in a way that does not prejudice either the student or the member of staff. Any investigation of an allegation of abuse against a member of staff must follow the objective, professional standards, as set out in The Professional Standards Framework for Teachers (2012) and routines outlined in this policy.
- 1.2 This document provides practice guidance for UTC Warrington when allegations are made. It does not replace or take priority over any aspect of employment law and will be used in conjunction with Warrington Safeguarding Children Board procedures

2 LEGISLATION

- 2.1 The framework for managing cases of allegations of abuse against teachers and other staff who work with children is set out in Keeping Children Safe in Education - Statutory guidance for schools and colleges DfE (2018) which provides an overview of how allegations should be handled.

Education

The Children Act (1989) and (2004)

Education Act (2002)

The Education (Health Standards) (England) Regulations (2003)

The Further Education (Providers of Education) (England) (Regulations) (2006)

The Education (Pupil Referral Units) (Application of Enactments) (England)

Regulations (2007) as amended by SI 2010/1919, SI 2012/1201, SI 2012/1825, SI 2012/3158

The School Staffing (England) Regulations (2009) as amended by SI 2012/1740 and SI 2013/1940

The Education (Non-Maintained Special Schools) (England) Regulations (2011) as amended by SI 2015/387

The Education (School Teachers' Appraisal) (England) Regulations (2012)

The Children and Families Act (2014)

The Education (Independent School Standards) Regulations (2014)

Police

Police Act (1997)

The Police Act 1997 (Criminal Records) Regulations (2002), as amended

The Police Act 1997 (Criminal Records) (No 2) Regulations (2009), as amended

The Sexual Offences Act (2003)

Other

Safeguarding Vulnerable Groups Act (2006)

Protection of Freedoms Act (2012)

Equality Act (2010)

General Data Protection Regulations (2018)

The Rehabilitation of Offenders Act (1974) (Exceptions) Order 1975, as amended Working

Together to Safeguard Children (2018)

UTCW Policies

1. UTC Warrington Child Protection and Safeguarding Policy (2018)
2. UTC Warrington Acceptable User Policy (2018)
3. UTC Warrington Student Social Media Policy (2018)
4. UTC Warrington Anti-Bullying Policy (2019)
5. UTC Warrington Student Missing Education (2017)
6. UTC Warrington E-Safety Policy (2018)
7. UTC Warrington Equality Policy (2019)
8. UTC Warrington Safer Recruitment Policy (2019)
9. UTC Warrington SEND Policy (2019)

3 IMPLEMENTATION

3.1 Initial allegation made to University Technical College Warrington

3.1.1 Any allegation of abuse by a member of staff on a student must be reported to the Principal (or Vice Principal if the Principal is unavailable) immediately or as soon as it is reasonably possible to do so. Should the initial allegation first be made to any other member of staff then that member of staff has a responsibility to ensure that the information has been reported to the Principal (or the Vice Principal if the Principal is not available). Should the allegation be made against the Principal then this should be brought immediately to the attention of the Chair of the UTCW Trust.

3.1.2 Should the allegation meet any of the following criteria then the Principal should report the allegation to the Local Authority Designated Officer (LADO) on the same day that the allegation is received.

- 3.1.3 A teacher or member of staff (including a volunteer) in a school, FE college or other education establishment that provides education 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;
 - Behaved towards a child or children in a way that indicates they are unsuitable to work with children.

3.2 Initial Consideration

3.2.1 The Principal will discuss the matter with the LADO and provide any further details of the allegation and the circumstances in which it was made. The Principal should not investigate the allegation at this stage. The discussion will also consider whether there is evidence or information that establishes that the allegation is false or unfounded. If the allegation is not patently false and there is cause to suspect that a child is suffering or is likely to suffer significant harm, the LADO will immediately refer to Children's Social Services and ask for a strategy discussion to be convened straight away, in accordance with *Working Together to Safeguard Children (2018)*. The strategy discussion should include the LADO and the Principal. If there is not cause to suspect that 'significant harm' is an issue, but a criminal offence might have been committed, the LADO should immediately inform the Police and convene a similar discussion to decide whether a Police investigation is needed. Disclosure of any confidential information should always be appropriate for the purpose and only to the extent necessary to achieve that purpose.

3.3 Action Following Initial Consideration

3.3.1 Where the initial consideration decides that the allegation does not involve a possible criminal offence the Principal will deal with the case. In such instances, if the nature of the allegation does not require formal disciplinary action, the Principal should institute appropriate action within three working days. If a disciplinary hearing is required and can be held without further investigation, the hearing should be held within 15 working days, if possible. Where further investigation is required the Principal should discuss with the LADO who will undertake the investigation.

3.3.2 Any investigation will be conducted under the auspices of the Disciplinary Policy and Procedure. The Investigating Officer should aim to provide a report to the Principal

within 10 working days. On receipt of the report of the investigation, the Principal and Chair of the UTCW Trust Board should consult the LADO and decide within two working days whether a disciplinary hearing is needed. If a hearing is needed it should be held within 15 working days, where possible. In any case in which Children's Social Services has undertaken enquiries to determine whether the child or children are in need of protection, the Principal and Chair of the UTCW Trust Board should take account of any relevant information obtained in the course of those enquiries when considering disciplinary action. The LADO should continue to liaise with UTCW to monitor progress of the case and provide advice or support when required or requested.

3.4 Cases where a crime may have been committed

- 3.4.1 If there is no cause to suspect that significant harm is an issue, but a criminal offence might have been committed, the LADO should immediately inform the Police and convene a similar discussion to decide whether a Police investigation is required. That discussion should also involve UTCW. Where the involvement of Children's Social Services is not required as the student is not assessed to be at risk of significant harm but a Police investigation continues, the LADO should agree with the Police, UTCW and any other agency involved with the child, the nature of the allegation and how this must be addressed.
- 3.4.2 This Joint Evaluation Discussion must take place within one working day of the referral and must consider how to progress enquiries e.g. a criminal process parallel with a disciplinary process or whether disciplinary action needs to be suspended until Police enquiries/prosecution are completed.
- 3.4.3 These investigations must be reviewed by the Police no later than 4 weeks after the Joint Evaluation Discussion and thereafter at fortnightly or monthly intervals. If the Police and/or the Crown Prosecution Service (CPS) decide not to charge the individual with an offence, or decide to administer a caution, or the person is acquitted by a Court, the Police should pass to UTCW all information which may be relevant to a disciplinary case without delay. In those circumstances, the Principal should deal with the case in consultation with the LADO.

3.4.4 If the person is convicted of an offence, the Police should also inform the employer immediately so that appropriate action can be taken.

3.5 Allegations which are likely to necessitate an immediate referral for Child Protection.

3.5.1 The following situations will require immediate referral to Child Protection:

- Where the student has suffered, is suffering, or is likely to suffer significant or serious harm;
- Where the student alleges that a criminal offence has been committed;
- Any allegation of a sexual nature.

3.5.2 The Principal should be aware that other complaints may also be regarded as Child Protection issues and therefore each complaint should be carefully considered in consultation with the LADO before taking any action. Where allegations of the above are referred to Children's Social Services, subsequent action will be in accordance with the Local Safeguarding Children Board procedures

3.6 Suspension

3.6.1 Suspension should only be considered in a case where there is cause to suspect a student or other students at UTCW is or may be at risk of significant harm, or the allegation warrants investigation by the Police, or is so serious that it may be grounds for dismissal. However, a person should not be suspended automatically, or without careful thought being given to the particular circumstances of the case.

3.6.2 UTCW must consider carefully whether the circumstances of the case warrant a person being suspended from contact with children at the College until the allegation is resolved and may wish to seek advice from the HR Department. UTCW should also consider whether the result which would be achieved by suspension could be obtained by alternative arrangements. For example, redeployment, so that the individual does not have direct contact with the child concerned, or providing an assistant to be present when the individual has contact with children. This allows time for an informed decision regarding the suspension and possibly, reduces the initial impact of the allegation. This will however, depend upon the nature of the allegation.

- 3.6.3 The College should consider the potential permanent professional reputational damage to teachers which can result from suspension where an allegation is later found to be unsubstantiated, unfounded or maliciously intended. Where suspension has been deemed appropriate, the person should be informed in writing, giving the reasons for the suspension. The person should be informed at that point of their named contact within the organisation and provided with their contact details.
- 3.6.4 Local Authority Children's Social Services or the Police cannot require UTCW to suspend a member of staff or a volunteer, although the College should give appropriate weight to their advice. The power to suspend is vested in the Principal or the UTCW Trust Board. However, where a strategy discussion or initial evaluation concludes that there should be enquiries by the Local Authority Social Services and/or an investigation by the Police, the LADO should canvass Police and the Local Authority Children's Social Services for views about whether the accused member of staff needs to be suspended from contact with children to inform such a decision.
- 3.6.4 In cases where UTCW is made aware that the Secretary of State has made an interim prohibition order in respect of an individual at the College, it will be necessary to immediately suspend that person from teaching pending the findings of the National College for Teaching and Leadership's (NCTL) investigation.

3.7 Strategy Meeting

- 3.7.1 A Strategy Meeting will be convened and chaired by the Child Protection and Review Unit. The LADO and all relevant personnel including, where appropriate, the Principal and HR, should attend this meeting in order to share information and participate in the planning of any enquiries.
- 3.7.2 The Strategy Meeting will be conducted in accordance with LSCB procedures.

The Purpose

- Consider the risk to the student and other students;
- Share all relevant information about the person who is the subject of the allegation and about the alleged victim;
- Determine the need for investigation and by whom;
- Plan the investigation/enquiries and set timescales for tasks to be undertaken;

- Consider whether any other children are affected by the allegations e.g. the person's own children, grandchildren or other children in the agency setting such as children placed with foster carers, childminders, a Youth Club;
- Ensure that the person who is the subject of the allegation is kept informed and supported;
- Decide how regular information and support will be provided to the student and family and by whom;
- Plan all interviews and agree who should undertake them so that there is no confusion between a criminal investigation (Section 47 Enquiry Children Act 1989) and disciplinary processes;
- Consider the need to inform relevant parties;
- Jointly consider how to manage any media interest or interest within UTCW and wider community;
- Consider whether the circumstances require the person who is subject to the allegation to be suspended from contact with students, though this may change as the investigation progresses and should be regularly reviewed;
- If the allegation is against a trustee, a temporary member of staff or a supply teacher, the appropriate course of action needs to be considered.

Attendance

Attendance will usually include representatives from Children's Social Services. The member of staff who is the subject of the allegation will not be invited to attend the meeting; however, the Strategy Meeting will agree when and how the member of staff will be informed. The confidential minutes of the Strategy Meeting will be circulated to relevant parties by the Chair of the meeting and will be subject to a confidentiality agreement.

3.8 Communication following the Strategy Meeting

3.8.1 The following should be informed of the outcome of the investigation:

- The student making the allegation and their parent/carer of the likely course of action. They will be informed that the matter is confidential and must not be discussed;

- The member of staff against whom the allegation has been made. This should include the likely course of action. A record should be kept on the individual's Personnel file;
- The Chair of the UTCW Trust Board should be informed of the likely course of action. Subsequent Strategy Meetings should be held fortnightly, or at a maximum, monthly to review progress.

3.9 Requests for Minutes of Strategy Meetings

- 3.9.1 The minutes of the Strategy Meetings are extremely confidential. Agencies and regulatory bodies may request a copy of the minutes but these may not be shared without the permission of the Chair.
- 3.9.2 For Disclosure and Barring Services (DBS) purposes this may be requested under section 40 of the Safeguarding Vulnerable Groups Act (SVGA) (2006) and the SVGA Regulations (2008) and falls within Schedule One. Advice should be first sought from LADO or legal team before sharing.
- 3.9.3 **Where a request is submitted under Subject Access Request under the Data Protection Act (2018) or Freedom of Information request to the Local Authority this would not be provided.**
- 3.9.4 *A redacted version, prepared by the employer or relevant member of the Strategy Meeting, may be shared under certain circumstances, only after approval by LADO.*

3.10 Monitoring Progress

- 3.10.1 The LADO should regularly monitor the progress of cases, either via review Strategy Meetings, or by liaising with the Police and/or Children's Social Services' colleagues or UTCW, as appropriate. Reviews should be conducted at fortnightly or monthly intervals depending on the complexity of the case.

3.11 Referral to DfE

- 3.11.1 Schools have a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult; where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that individual has committed a listed relevant offence; and that individual has been removed from working

(paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals should be made as soon as possible after the resignation or removal of the individual.

3.12 Managing the Situation and the Exit Process

- 3.12.1 If the accused person resigns, or ceases to provide their services, this should not prevent an allegation being followed up in accordance with the guidance issued in Keeping Children Safe in Education (2018).
- 3.12.2 A referral to the DBS must be made, if the criteria above is met – see paragraphs 157-160 of Keeping Children Safe in Education (2018).
- 3.12.3 Every effort should be 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 co-operate with the process. Wherever possible the accused should be given a full opportunity to answer the allegation and make representation. But 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 co-operate. 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.

3.13 Keeping Records

- 3.13.1 Details of 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, in line with Data Protection and GDPR legislation.
- 3.13.2 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, as sometimes happens, an allegation re-surfaces after a period of time. The record should be retained 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.

3.14 Confidentiality

- 3.14.1 When an allegation is made, UTCW will make every effort to maintain confidentiality and guard against unwanted publicity while the allegation is being investigated or considered. The Education Act (2002) introduced 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 publishes information about an investigation or decision in a disciplinary case arising from the allegation.
- 3.14.2 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/carer 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).
- 3.14.3 In accordance with the Association of Chief Police Officers' (ACPO) guidance 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 wish to depart from that rule, for example an appeal to trace a suspect, they must apply to a Magistrates' Court to request that reporting restrictions be lifted).

3.14.4 The Principal should take advice from the designated officer(s), Police and Children's Social 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;
- How to manage press interest if and when it should arise.

Confidentiality should be maintained when an allegation is made. However, there may be a need to share information on a 'need to know' basis with relevant agencies, for example at a Strategy Meeting. Any enquiries from the press should be directed to the Principal.

3.15 Action to be taken in respect of False Allegations

3.15.1 If an allegation made by a student is proven to be false and/or malicious, action should be taken to determine whether the student is in need of support or may have been abused/coerced by someone else.

3.15.2 If an allegation is shown to be deliberately invented or malicious, the Principal, should consider whether any disciplinary action is appropriate against the student who made it; or whether the Police should be asked to consider if action might be appropriate against the person responsible, even if he or she was not a student.

4 MONITORING AND REVIEW

4.1 The Policy will be reviewed by the Principal and the Business Director on an annual basis or as and when legislation changes

Appendix 1 - Information Guide for Employees Facing Allegations

The aim of this information guide is to explain the processes involved, and the support and guidance available, if it is alleged that that you have:

- Harmed a student or put a child at risk of harm;
- Committed a criminal act toward a student;
- Behaved in a way that raises concern about your suitability to work with children or young people.

Initial Action

As soon as possible after the allegation is made, the Principal should consult the Local Authority Designated Officer (LADO) to discuss the next action, taking advice from Children's Social Services and the Police as needed. The Police may advise that you are not told about the allegation immediately. The decision taken by the Principal, in consultation with the LADO, will be one, or a combination of the following:

- a) The student is alleged to have suffered, or is likely to suffer significant harm -which requires immediate referral to Children's Social Services;
- b) A criminal offence is alleged - which requires referral to Children's Social Services and the Police;
- c) The allegation represents poor or inappropriate behaviour -which should be considered under the Staff Disciplinary and/or Capability Procedures of UTCW;
- d) The allegation is clearly and demonstrably without foundation and no further action will be taken.

If the conclusion of the initial discussions are a) or b) a Strategy Discussion would take place involving Police, Children's Social Services, the Principal, LADO and the UTCW HR representative. You will not be invited. The discussion will focus on the needs of the student(s) who may be at risk. It will determine what action should be taken regarding further investigation, but it is not part of any disciplinary procedures. If the initial discussions conclude the situation is as outlined in c): an investigation will be initiated under the Staff Disciplinary and/or Capability Procedures of UTCW. If the conclusion is as outlined in d) you should be told orally and in writing that the allegation is without foundation, and that no further action will be taken.

Types of Possible Investigation

- Child Protection enquiries by Children's Social Services;
- Criminal Investigation by the Police;
- Staff Disciplinary/Capability investigation.

A Disciplinary investigation will usually be held in abeyance until external agency investigations are complete, unless prior agreement is reached. Whilst these investigations should be conducted as speedily as possible, they should also be balanced against the need to be thorough and fair, in line with natural justice. Statements taken in external investigations could be used in subsequent Disciplinary proceedings.

Suspension

Suspension is a neutral act and should not be automatic. Where possible, the decision to suspend should be informed by the Strategy Meeting discussion, and should only occur when the known facts relating to the allegation indicate:

- A student may be at risk;
- The allegations are so serious that dismissal for gross misconduct is possible;
- Suspension is necessary to allow the conduct of the investigation to proceed unimpeded.

Alternatives to suspension will be considered, e.g. leave of absence, transfer of duties, additional supervision. Where suspension is being considered, an interview with you will normally be arranged. You have the right to be accompanied by a Trade Union representative or a colleague. You are advised to seek the assistance of your Trade Union representative. If you are suspended, one of his/her roles will be to promote your interests and raise issues that may be of concern to you. The interview is not an examination of the evidence, but an opportunity for you to make representations concerning possible suspension.

Other people, including other staff, should only be told about the allegation on a 'need to know basis'. Notification may be delayed if the Police think this could prejudice an investigation. Those who will be told of the allegation and likely course of action include you, the student concerned, his/her parent/carer, the person making the allegation, your manager, the Principal, HR, the LADO and the investigating agencies as above. If you are suspended, those persons likely to be on a disciplinary panel, if convened, will be given limited information so any future disciplinary process is not prejudiced. If the matter becomes common knowledge, it may be necessary to issue a brief statement, agreed by the agencies concerned, to parents/carers, students and the general public.

Support

You should expect to be:

- Advised to contact your Trade Union representative;
- Given a support contact within the organisation who should keep you up-to-date with progress of your case;
- Given a team contact, if you are suspended, who will update you about normal organisation activities. Social contact with colleagues should not be precluded unless detrimental to the investigation. The type of information and frequency of contact should be agreed, but colleagues should not comment on or discuss the investigation;
- Offered Staff Counselling Service and/or Occupational Health support. This may be a stressful time, so in addition to contacting your Trade Union representative, you are advised to see your GP if you think your health may be affected.

Appendix 2 - Warrington Child Protection/Safeguarding Contacts

| Key Agency | Email/Address | Telephone Number |
|---|--|--|
| Warrington Safeguarding Children Board | 1 st Floor, New Town House, Buttermarket Street, Warrington WN1 2NH | |
| Warrington Safeguarding/Social Work Team | New Town House, Buttermarket Street, Warrington WN1 2NH | |
| Warrington Children's Social Services | 71-75 St Katherine's Way, Warrington WA1 2EP | 01925 633913 |
| Local Authority Designated Officer (LADO) | I couldn't find any info on the website | |
| Reporting a Concern | childreferral@warrington.gcsx.gov.uk | 01925 443400 (office hours) 01925 444400 (out of hours) |
| Greater Manchester Police | | |
| Others that Amanda will know | | |
| | | |

Appendix 3 – Checklist for Staff Attending a Strategy Meeting

A professional invited to provide information, in respect of the subject of the allegation or the alleged victim, will help form part of the Strategy group. This checklist is aimed to assist and offer support when invited to a Strategy Meeting. It is important that attendees are able to participate fully.

| | Ask Yourself | X / ? |
|-----------|--|--------------|
| | Am I able to bring along relevant information? | |
| | Am I able to action or feedback tasks? | |
| | Is this person known to my service? | |
| | Am I familiar with the case notes? | |
| | Do I feel there may be a conflict of interest? | |
| | Do I know the subject personally/work in closely with the subject? | |
| | Has a section 47 enquiry been carried out? | |
| | Is one required prior to the professional strategy meeting | |
| | Please bring along, where appropriate | |
| 1 | Name, address, DOB of alleged victim(s) | |
| 2 | Name, address, DOB of subject(s) | |
| 3 | Chronology of recent events | |
| 4 | What you know about the incident | |
| 5 | What you know about the victim | |
| 6 | What you know about the subject(s) of the allegation | |
| 7 | Any record/ notes of interviews | |
| 8 | Any record/ notes of assessments | |
| 9 | Historical information about the alleged victim | |
| 10 | Historical information about the subject(s) of the allegation | |

Appendix 4 -Consideration of Alternative to Suspension

Name:

Date:

Alternatives discussed with and advice sought from:

Recommendation made:

To:

Date/Time:

Re-deployment within the UTC 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 so the individual does not have unsupervised access to children:

Moving the child or children to a place where they will not come into contact with the member of staff, making it clear that this is not a punishment and parents/carers have been consulted:

Temporarily re-deploying the member of staff to another role in a different location eg. to an alternative school or college or work for the Local Authority or academy trust.

Appendix 5 — Definitions

Adult:

Refers to anyone who has attained the age of 18 years and who is employed on a paid or unpaid voluntary basis or contracted to work with or on behalf of children and young people.

Allegation:

Information which comes to light which suggests an employee, volunteer or contractor may have behaved in a way that has harmed, 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 they may pose a risk of harm to children.

WCSB:

Warrington Safeguarding Children Board.

Children and Young People:

These terms refer to children who have not yet reached their 18th birthday.

DBS Disclosure and Barring Service:

Previously ISA and CRB which combined in December 2012.

Employer :

Refers to the organisation which employs, contracts, uses services of or in the absence of an employer the regulatory body e.g. Ofsted for Child minders. **In this policy the UTC is the employer.**

LADO:

Local Authority Designated Officer for managing allegations against those who work with children in Warrington.

PPIU:

Public Protection and Investigations Unit (Police).

Professional:

The term professional is used throughout to refer to people acting on behalf of an agency whether in a paid, professional or voluntary capacity, this includes foster carers.

SG:

Strategy Group.

SM:

Strategy Meeting.

Redacted:

To edit or revise something in preparation for publication.

Regulatory Body:

Body who is responsible for the regulation of an organisation or profession such as Ofsted, Charities Commission.

Safeguarding Children:

The action we take to promote the welfare of children and protect them from harm.

Sub Judice:

Under judicial consideration and therefore prohibited from public discussion elsewhere.

Categories of Allegations:

Substantiated - There is sufficient identifiable evidence to prove the allegation.

False - There is sufficient evidence to disprove the allegation.

Malicious - There is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false.

Unfounded - 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.

Unsubstantiated - This is not the same as a false allegation. It means that there is insufficient evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.