

Appendix 5 – Allegations Against Staff, Carers & Volunteers

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Allegations against Staff, Carers and Volunteers

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Appendix 5: Allegations against Staff, Carers & Volunteers

The following is compliant with the Working Together to Safeguard Children 2010 guidance and the standards contained within the Self Assessment Tool for Allegations produced by the National Network of Allegations Advisers, June 2007.

Executive Summary

This introduces procedures for dealing with allegations against staff, volunteers and foster carers and is addressed to employers and organisations responsible for providing services to children, young people and those that provide services to adults who are parents or carers.

Organisations will now have to review their internal procedures to ensure that they are compliant with the requirements in these procedures.

The procedures have been developed as a response to “Working Together to Safeguard Children 2010¹” which set out as statutory guidance the responsibility placed on all employers and other organisations who provide services to children to take steps when allegations of abuse or other inappropriate behaviour toward a child are made against someone in that organisation.

The aim of the procedure is to:

- ensure that allegations are dealt with expeditiously and in a fair manner;
- ensure that where staff are not suitable to work with children that they are prevented from doing so by notification to relevant bodies.

Durham County Council Local Authority has appointed a designated officer (Local Authority Designated Officer – LADO) to oversee the management and investigation of all allegations which are dealt with under this procedure and to maintain detailed records of their conduct and the outcomes.

Introduction to Management of Allegations Procedures

These procedures are to be used by all organisations providing services for children, including those who provide staff or volunteers to work with or care for children.

For convenience the term employer is used throughout these procedures to refer to organisations that have a ‘working relationship’ with the individual against whom the allegation is made.

The term employer includes organisations that use the services of volunteers, or people who are self employed, as well as service providers, voluntary organisations, employment agencies or businesses, contractors, fostering services, regulatory bodies such as OFSTED in the case of childminders, and others that may not have a direct employment relationship with the individual. The employer in these circumstances will still need to consider whether to continue to use the person’s services, or to provide the person for work with children in future, or to deregister the individual.

¹ <http://www.DoE.gov.uk/everychildmatters/resources-and-practice/IG00060/>
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In some circumstances the term “employer” for these purposes will encompass more than one organisation. For example where staff providing services for children in an organisation are employed by a contractor, or where temporary staff are provided by an agency. In those circumstances both the contractor or agency, and the organisation in which the accused individual works will need to be involved in dealing with the allegation.

These procedures are based on the framework for dealing with allegations of abuse made against a person who works with children, detailed in Chapter 6 and Appendix 5 of Working Together to Safeguard Children². Compliance with these procedures will help to ensure that allegations of abuse are dealt with expeditiously, consistent with a thorough and fair process. Durham LSCB has arrangements in place for monitoring and evaluating the effectiveness of these procedures.

These procedures should be applied when there is an allegation or concern that any person who works with children, in connection with his/her employment or voluntary activity, 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 s/he is unsuitable to work with children.

It is difficult to prescribe what may fall within the term ‘**Unsuitability**’. However, it may be useful for an employer to consider whether the alleged behaviour suggests an individual has:

- caused harm or possible harm;
- contravened or continued to contravene guidance;
- exploited or abused duty of care responsibilities;
- acted in a way that could, reasonably, be viewed as alarming;
- failed to make sound professional judgements in respect of safeguarding children and young people;
- failed to understand how their behaviour adversely affects children or young people;
- failed to understand or comply with the need for personal and professional boundaries;
- has or will be the subject of criminal or Safeguarding & Specialist Services investigations/enquiries;
- behaved in a way which undermines the trust placed in them by their position/employer.

Consideration of initiating these procedures may also take place in relation to a person who works in some capacity with children, and concerns arise about their behaviour with regard to their own children, or in some aspect of their private or community life which may impact on

² <http://www.DoE.gov.uk/everychildmatters/resources-and-practice/IG00060/>
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their 'suitability' to work with children. The LADO should be notified for consideration of initiating these procedures in these circumstances.

All behaviours of concern should be considered within the context of the four categories of abuse i.e. physical, sexual and emotional abuse and neglect. These also include concerns relating to inappropriate relationships between members of staff and children or young people, e.g.:

- Having a sexual relationship with a child under 18 if in a position of trust in respect of that child, even if consensual.
- "Grooming", i.e. meeting a child under 16 with intent to commit a relevant offence.
- Other "grooming" behaviour giving rise to concerns of a broader child protection nature, e.g. inappropriate text/e-mail messages or images, gifts, socialising, etc.
- Possession of any indecent photographs/pseudo-photographs/images or drawings of children.

There may be three strands to considering a concern or an allegation:

1. A police investigation of a criminal offence.
2. Enquiries and assessment by Safeguarding & Specialist Services about whether a child or young person is in need of protection or is in need of services.
3. Consideration by an employer of an investigation in accordance with the organisations disciplinary process and procedure, in respect of the individual.

All references in this document to 'members of staff' should be interpreted as meaning all staff, whether they are in a paid or unpaid capacity. These procedures also apply where an allegation is made against a person whose 'working relationship' is with an adult service user which raises concern about the worker's contact with the service user's children.

Roles & Responsibilities

LSCB Member Organisations

Durham LSCB has responsibility for ensuring there are effective inter-agency procedures in place for dealing with allegations against people who work with children and for monitoring and evaluating the effectiveness of those procedures.

In order to do this each LSCB member organisation should identify a **Senior Nominated Officer** with overall responsibility for:

- ensuring that the organisation deals with allegations in accordance with these procedures.
- resolving any inter-agency issues.
- liaising with Durham LSCB on the subject.

Durham Local Authority

Durham County Council **Local Authority** has a Designated Officer (LADO) to:

- be involved in the management and oversight of individual cases.
- provide advice and guidance to employers and voluntary organisations.
- liaise with the Police and other agencies.
- monitor the progress of cases to ensure that they are dealt with as quickly as possible consistent with a thorough and fair process.

Employers

Employers should:

- put in place, operate and manage arrangements for handling allegations in accordance with these procedures.
- identify a **Senior Manager (SM)** to whom allegations or concerns should be reported and appoint a deputy to whom reports should be made in the absence of the Senior Manager or where that person is the subject of the allegation or concern.
- identify a **Senior Nominated Officer (SNO)** who has overall responsibility for ensuring their organisation operates procedures for dealing with allegations in accordance with the guidance, resolves any inter-agency issues, liaises with the LADO on these subjects, and ensures compliance.

Durham Constabulary

The Detective Chief Inspector of Durham's Police Vulnerability Units will:

- have strategic oversight of the local Police arrangements for managing allegations against staff and volunteers;
- liaise with Durham LSCB on the issue;
- ensure compliance within the organisation.

Each Police Vulnerability Unit has a designated Child Protection Detective Sergeant to:

- liaise with the LADO.
- take part in allegation management Strategy or Initial Evaluations Discussions.
- review the progress of cases in which there is a Police investigation.
- share information as appropriate, on completion of an investigation or related prosecution.

In regards to complaints made by members of the public concerning the conduct of Durham Constabulary Police Officers and Police staff. The Detective Superintendent in charge of the Force Professional Standards Department will:

- liaise with the LADO;
- share information as appropriate, on completion of an investigation or related prosecution;
- share information as appropriate in relation to disciplinary action.

General Considerations relating to Allegations and Concerns Raised

Persons to be notified

As soon as possible after an allegation is made, the employer should inform the parent(s) or carer(s) of the child/ren involved. The LADO should be **consulted first** to ensure that this does not impede the disciplinary or investigative processes. In some circumstances, however, the parent(s)/carer(s) may need to be told straight away, e.g. if a child is injured and requires medical treatment.

The parent(s)/carer(s) and the child, if sufficiently mature, should be helped to understand the processes involved and kept informed about the progress of the case and of the outcome where there is no criminal prosecution. This may include the outcome of any disciplinary process, but not the deliberations of, or the information used in a Hearing.

The employer should, as soon as possible, inform the accused person about the nature of the allegation, how enquiries will be conducted and the possible outcome according to organisational procedures, e.g. disciplinary action which could ultimately result in dismissal or referral to the barring lists or regulatory body. Advice should **first be sought** from the LADO, the Police and/or Safeguarding & Specialist Services as they may want to impose restrictions on when and what information can be provided.

The employer should ensure the member of staff is:

- treated fairly and honestly and helped to understand the concerns expressed and processes involved;
- kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process;
- if suspended, kept up to date about events in the workplace.

OFSTED should be informed, by the employer, of any allegation or concern made against a member of staff in any day care establishment for children under 8 or against a registered childminder. They should also be invited to take part in any subsequent Strategy Discussion.

OFSTED should also be informed, by the employer, of all allegations made against a foster carer, prospective adopter, or member of staff in a residential childcare facility.

Confidentiality

Every effort should be made to maintain confidentiality and guard against publicity while an allegation is being investigated or considered. Apart from keeping the child, parents and accused person up to date with progress of the case, information should be restricted to those who have a “need to know” in order to protect children, facilitate enquiries, manage related disciplinary or suitability processes.

The Police should not provide identifying information to the press or media, unless and until a person is charged, except in exceptional circumstances, e.g. an appeal to trace a suspect. In such cases, the reasons should be documented and partner agencies consulted beforehand.

Any breach of confidentiality may result in disciplinary procedures being initiated.

Support

The organisation together with Safeguarding & Specialist Services and/or Police, where they are involved, should consider the impact on the child concerned and provide support as appropriate. Liaison between the agencies should take place in order to ensure that the child’s needs are addressed.

As soon as possible after an allegation has been received, the accused member of staff should be advised to contact his/her Union or professional association. Human Resources should be consulted at the earliest opportunity in order that the appropriate support can be provided via the organisation’s Occupational Health or Employee Welfare Arrangements. Support should be routinely available to all staff who are the subject of an allegation. They should also be encouraged to provide feedback on the quality of that support.

Suspension

Suspension is not a disciplinary measure. It is a neutral act and should not be an automatic response. Employers should consult their own organisational policies for guidance and process. It should be considered in any case where:

- there is cause to suspect a child is at risk of significant harm; *or*
- the allegation warrants investigation by the Police; *or*
- the investigation could be impeded by the employee’s continued presence in the workplace; *or*
- the allegation is so serious that it might constitute gross misconduct and thus grounds for dismissal.

If a Strategy Discussion is to be held or if Safeguarding & Specialist Services or Police are to make enquiries, the LADO should canvass their views on suspension and inform the employer. Only the employer, however, has the power to suspend an accused employee and they cannot be required to do so by a Local Authority or Police.

The possible risks to children should be evaluated and managed in respect of the child/ren involved and any other children in the accused member of staff’s home, work or community life.

If a suspended person is to return to work, the employer should consider what help and support might be appropriate, e.g. a phased return to work and/or provision of a mentor, and also how best to manage the member of staff's contact with the child concerned, if still in the workplace.

Organised & Historical Abuse

Investigators should be alert to signs of organised or widespread abuse and/or the involvement of other perpetrators or institutions. They should consider whether the matter should be dealt with in accordance with complex abuse procedures which, if applicable, will take priority.

Historical allegations should be responded to in the same way as contemporary concerns. It will be important to ascertain if the person is currently working with children and if that is the case, to consider whether the current employer should be informed.

Whistle Blowing'

All staff should be made aware of the organisation's 'whistle blowing' policy or 'Confidential Reporting Code' and feel confident to voice concerns about the attitude or actions of colleagues. The LADO must be informed of any concerns raised under the 'whistle blowing' procedures which may impact on a person's 'suitability' to continue to work with children.

If a member of staff believes that a reported allegation or concern is not being dealt with appropriately by their organisation, s/he should report the matter directly to the LADO.

Timescales

It is in everyone's interest for cases to be dealt with expeditiously, fairly and thoroughly and for unnecessary delays to be avoided. The target timescales provided in these procedures are realistic for most cases, but some cases will take longer because of their specific nature or complexity.

If there are unavoidable delays, every effort should be made to keep the individual updated. It is recommended that organisations maintain logs of ongoing cases to ensure progress is effectively monitored and reviewed. The LADO must be informed of the reasons for any delays.

Allegation Management Procedure

Receipt of an Allegation

An allegation against a member of staff may arise from a number of sources including from:

- a child or an adult;
- a parent or carer;
- a member of the public;
- the individual themselves;
- another employee within the organisation;
- a disciplinary investigation.

Organisations covered by these procedures should have in place their own policies, procedures and guidance relating to the conduct of their employees and should comply with

these procedures. See the DOE publication, 'Guidance for Safer Working Practice for Adults who Work with Children and Young People'³ November 2007.

Responding to an Allegation or Concern Raised with an Employer

The person to whom an allegation or concern is first reported should not:

- investigate or ask leading questions if seeking clarification;
- make assumptions or offer alternative explanations;
- compromise confidentiality procedures.

However they should:

- treat the matter seriously;
- keep an open mind;
- communicate with the child (if the complainant) in a way that is appropriate to the child's age, understanding and preferred language or communication style;
- maintain confidentiality appropriately and only disclose information on a 'need to know' basis;
- make a written record of the information (where possible in the child's own words), including:
 - when and where the alleged incident took place (time and date).
 - who was present?
 - what was said to have happened.
- sign and date the written record;
- report the matter immediately to the designated Senior Manager, or deputy in his/her absence or where the Senior Manager is the subject of the allegation.

Initial Action by the Senior Manager

When informed of a concern or allegation, the Senior Manager should not investigate the matter or interview the member of staff, child concerned or potential witnesses. He/she should:

- obtain written details of the concern/allegation, signed and dated by the recipient (not the child/adult making the allegation);
- countersign and date the written details;
- record any information about times, dates and location of incident(s) and names of any potential witnesses;

³ <http://www.DoE.gov.uk/everychildmatters/resources-and-practice/IG00311/>
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- record discussions about the child and/or member of staff, any decisions made, and the reasons for those decisions.

If the allegation meets the criteria, the Senior Manager should report it to the LADO **within one working day**. Written confirmation should be sent to the LADO using the Allegations Management Discussion Record/Form.

Referrals should not be delayed in order to gather information. Overall compliance with the procedures will be monitored and evaluated by the Durham LSCB. Instances of non-compliance will be identified and followed up and any failure to report an allegation or concern in accordance with procedures is a potential disciplinary matter.

If an allegation or concern requires immediate attention, but is received outside normal office hours, the Senior Manager should consult the Emergency Duty Team or local Police and inform the LADO the **next working day**.

Responding to an Allegation or Concern made to the Police

If a Police Officer receives an allegation, s/he should, without delay, report it to the designated Detective Sergeant in the local Vulnerability Unit. The Detective Sergeant should then immediately inform the LADO (or ensures this happens the next working day if received out of hours).

Responding to an Allegation or Concern made to the Safeguarding & Specialist Services

If an allegation or concern is received by Safeguarding & Specialist Service the person receiving this should immediately report it to the LADO (or ensure this happens the next working day if received out of hours).

Initial Consideration by the Senior Manager & the Local Authority Designated Officer

The LADO and Senior Manager will consider whether:

- the allegation falls within the scope of these procedures;
- there is evidence or information that establishes that the allegation is false or unfounded;
- further information / details are required.

The LADO will notify the employer/Senior Nominated Officer of reports made via the Police and Safeguarding & Specialist Services, if they are not already aware.

Threshold & Allegations Management Discussions

Strategy and Initial Evaluation Discussions

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

A Police investigation of a possible criminal offence.

Safeguarding & Specialist Services enquiries and/or assessment about whether a child is in need of protection or services.

Consideration by an employer of an investigation in accordance with the organisations disciplinary process and procedure.

If the allegation is not demonstrably false and there is cause to suspect that a child is suffering or is likely to suffer significant harm, the LADO should refer to Safeguarding & Specialist Services and ask them to convene an immediate Child Protection Strategy Discussion.

The Police must be consulted about any case in which a criminal offence involving a child may have been committed.

If the significant harm threshold is not reached, but a Police investigation might be needed, the LADO should immediately inform the police and convene an Initial Evaluation Discussion (similar to Strategy Discussion), to include the Police, employer and other agencies involved with the child. The discussion will centre on evaluating the allegation and deciding how it should be dealt with.

Wherever possible, a Strategy Discussion should take the form of a meeting, however on occasions a telephone discussion may be justified. The following is a list of possible participants:

- Local Authority Designated Officer (LADO);
- Safeguarding Team Manager to Chair (if a Child Protection Strategy Meeting);
- Relevant social worker and his/her manager;
- Designated Nurse Safeguarding Children;
- Consultant Paediatrician;
- Detective Sergeant (Vulnerability Unit);
- Designated senior manager for the employer concerned;
- Human Resources representative;
- Legal adviser where appropriate;
- Senior representative of the employment agency or voluntary organisation if applicable;
- Supervising social worker and his/her manager, when an allegation is made against a foster carer/prospective adopter;
- Those responsible for regulation and inspection where applicable e.g. DOE or OFSTED - contact on: 0845 601 4772. Their role will be to consider the legal implications of continued registration or cancellation;
- Where a child is placed or resident in the area of another authority, representative(s) of relevant agencies in that area;
- Complaints Officer if the concern has arisen from a complaint.

The Child Protection Strategy Discussion or Initial Evaluation Discussion should:

- consider the three possible strands set above.
- review any previous concerns or allegations about conduct of the accused person.
- decide whether there should be a s47⁴ (Children Act 1989) enquiry and/or police investigation and consider the implications.
- consider whether any parallel disciplinary process should take place.
- consider whether a complex abuse investigation is applicable.
- scope and plan enquiries.
- allocate tasks.

⁴ http://www.opsi.gov.uk/acts/acts1989/ukpga_19890041_en_7#pt5-l1g47
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- set timescales.
- decide what information can be shared, with whom and when.
- ensure that arrangements are made to protect the child/ren involved and any other child/ren affected, including taking emergency action where needed.
- consider what support should be provided to all children who may have been affected directly and indirectly.
- consider what support should be provided to the person against whom the complaint or allegation has been made and others who might have been affected.
- ensure that investigations are sufficiently independent.
- make arrangements to inform the child's parents, and consider how to provide them with support and information during enquiries.
- make recommendations where appropriate regarding suspension, or alternatives to suspension, of the subject of the concern or allegation.
- identify a lead contact manager within each agency.
- agree protocols for reviewing investigations and monitoring progress by the LADO, noting the target timescales.
- agree dates for future strategy or evaluation discussions or meetings.
- consider obtaining consent from the individuals concerned, by the Police and Safeguarding & Specialist Services, to share the statements and evidence they obtain with the employer and/or regulatory body for possible disciplinary purposes.
- where appropriate, take account of any entitlement by staff in certain professions, to use reasonable force to control or restrain children in some circumstances, e.g. Section 550a Education Act 1996⁵ in respect of teachers and authorised staff
- consider issues for the attention of senior management, e.g. media interest, resource implications.
- consideration of employer's safeguarding arrangements.

A final Strategy Discussion should be held to ensure that all tasks have been completed and, where appropriate, agree an action plan for future practice based on lessons learnt.

If an allegation or concern arises about a member of staff in their private life, which may present a risk to child/ren for whom the member of staff is responsible, the general principles outlined in these procedures will still apply.

The Strategy Discussion/Initial Evaluation in these circumstances would need to decide whether the concern justifies:

- approaching the member of staff's employer for further information, in order to assess the level of risk; *and/or*
- inviting the employer to a further Strategy Discussion about dealing with the possible risk.

If the member of staff lives in a different authority area to that which covers his/her workplace, liaison should take place between the relevant agencies in both areas and a joint Strategy/Initial Evaluation Discussion convened.

In some cases, an allegation of abuse against someone closely associated with a member of staff, e.g. partner, member of the family, or other household member, may require consideration as to any risk to child/ren or whether the role of the member of staff is compromised.

⁵ <http://www.ads-infinity.com/educational/button-08/docs/appendices/theuseofforcetorestrainpupils.pdf>
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Monitoring Progress

The LADO will keep comprehensive records in order to ensure that each case is being dealt with expeditiously and that there are no undue delays.

It is recommended that each organisation should maintain their own central log and in particular in relation to disciplinary and grievance actions.

The records will assist the LADO to complete and forward to the Durham LSCB a quarterly dataset return. This will enable Durham LSCB to monitor and evaluate the effectiveness of the procedures for managing allegations and provide statistical information to the DOE as required.

The Police can consult the Crown Prosecution Service (CPS) at any stage about the evidence needed to charge a person, but they should also set target dates for reviewing the progress of the investigation and consulting the CPS about charging, continuing or closing the investigation.

Reviewing progress should be no later than 4 weeks after the Strategy/Initial Evaluation Discussion wherever possible and fortnightly or monthly thereafter, if the investigation is complex and continues.

The LADO must be kept informed of progress for monitoring purposes. This could be by way of review Strategy Meetings or direct liaison with the Police, Safeguarding & Specialist Services, or employer, as appropriate.

Actions & Outcomes

Resignations and “Compromise Agreements”

The fact that a person tenders his or her resignation or ceases to provide their services must not prevent an allegation from being followed up in accordance with these procedures and a conclusion reached.

“Compromise Agreements” must not be used i.e. where a member of staff agrees to resign, the employer agrees not to pursue disciplinary action and both agree a form of words to be used in any future reference.

In any event, such an agreement will not prevent a thorough Police investigation where appropriate.

Wherever possible the person should be given a full opportunity to answer the allegation and make representations about the allegation. The investigation should continue to a conclusion even if:

- the individual refuses to co-operate;
- it may not be possible to apply any disciplinary sanctions if a person’s period of notice expires before the process is complete.

Disciplinary Process or Assessment Regarding Suitability

The LADO and the Senior Manager should discuss whether disciplinary action is appropriate in all cases where:

- it is clear at the outset or decided by a Strategy Discussion that a Police investigation or Safeguarding & Specialist Services enquiry is not necessary; *or*
- the employer or LADO is informed by the Police or the CPS that a criminal investigation and any subsequent trial is complete, or that an investigation is to be closed without charge, or a prosecution discontinued.

The discussion should consider any potential misconduct or gross misconduct on the part of the member of staff, and take into account:

- information provided by the Police and/or Safeguarding & Specialist Services;
- the result of any investigation or trial;
- the different standard of proof in disciplinary and criminal proceedings.

The options will range from no further action to summary dismissal or to not using the person's service in future.

In the case of supply, contract and volunteer workers, normal disciplinary procedures may not apply. In these circumstances, the LADO and employer should act jointly with the providing agency, if any, in deciding whether to continue to use the person's services, or provide future work with children, and if not, whether to make a report for consideration of barring or other action.

Where the Initial Evaluation/Strategy Discussion decides that the allegation does not require a criminal or Safeguarding & Specialist Services investigation, it will be dealt with by the employer who should consider appropriate action within 3 working days, if progression under the organisation's disciplinary policy and procedure is not warranted.

On completion of a Police and/or Safeguarding & Specialist Services investigation where there are issues for the employer to address, these should be brought to a conclusion within one month if further internal investigation is not required.

Where further investigation is needed to decide upon disciplinary action, the employer and the LADO should discuss who should undertake this.

In some circumstances the employer may not have the appropriate resources and may need to commission an independent investigation, because of the nature and/or complexity of the case and in order to ensure objectivity.

The aim of an investigation is to obtain, as far as possible, a fair, balanced and accurate record in order to consider the appropriateness of disciplinary action and/or the individual's suitability to work with children. Its purpose is not to prove or disprove the allegation.

If, at any stage, new information emerges that requires a child protection referral, the disciplinary investigation may need to be postponed while a child protection investigation is conducted, and only resumed when agreed with Safeguarding & Specialist Services and

Police. Consideration should again be given as to whether suspension is appropriate in light of the new information.

The investigating officer should aim to provide a report as quickly as possible to enable the employer to decide whether a disciplinary hearing is needed. Any delays encountered must be reported to the LADO to ensure the process is managed as quickly as possible.

The investigation and any subsequent Hearing should be concluded within 3 months.

Sharing Information for Disciplinary Purposes

Consideration should be given at the beginning of enquiries by the Police and Safeguarding & Specialist Services to obtain consent from those involved, to provide the employer and/or regulatory body with statements and evidence for disciplinary purposes.

This will enable the sharing of information at the conclusion of the investigation or court case, without delay.

If the Police or CPS decide not to charge, or decide to administer a caution, or the person is acquitted, the Police should pass all relevant information to the employer without delay.

If the person is convicted, the Police should inform the employer straight away so that appropriate action can be taken.

Action in response to Unsubstantiated Allegations

Where it is concluded that there is insufficient evidence to substantiate an allegation, the employer should consider what further action, if any, should be taken.

If the allegation is unfounded, this should be recorded and made clear to the 'employee'.

Action in respect of False Allegations

False allegations are rare and may be a strong indicator of abuse elsewhere which requires further exploration. If an allegation is demonstrably false, the employer, in consultation with the LADO, should refer the matter to Safeguarding & Specialist Services to determine whether the child is in need of services, or might have been abused by someone else.

If it is established that an allegation has been deliberately invented or found to be malicious, the Police should be asked to consider what action may be appropriate.

False allegations made by other employees may be escalated in accordance with the organisational disciplinary and grievance policy and procedure.

Referral to the Independent Safeguarding Authority or Regulatory Body

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/her services, the LADO should discuss with the employer whether a referral should be made to the Independent Safeguarding Authority and a regulatory body, e.g. the General Teaching Council, General Medical Council, or General Social Care Council for consideration as to whether the individual should be barred from working with children.

If it is agreed that a referral is required or desirable, the LADO should be consulted on the form and content of such a referral. A referral must always be made if the employer thinks that an individual has harmed a child or poses a risk of harm to children.

If a referral to a regulatory body or Independent Safeguarding Authority is to be made, it should be submitted within 1 month.

Record Keeping

Employers should keep a clear and comprehensive summary of the case record on a person's confidential personnel file and give a copy to the individual.

The record should include details of how the allegation was followed up and resolved, the decisions reached and the action taken. It should be kept at least until the person reaches normal retirement age or for 10 years if longer.

The record will provide accurate information for any future reference and provide clarification if a future Criminal Record Bureau (CRB) disclosure reveals an allegation that did not result in a prosecution or a conviction. It will prevent unnecessary re-investigation if the allegation should resurface.

Learning Lessons

At the final Strategy Discussion or on conclusion of a case, those involved and the LADO should review the circumstances of the case to determine whether there are any recommendations to make e.g. improvements to be made to the organisation's procedures or practice.

The LADO will provide regular updates to Durham LSCB

Procedures in Specific Organisations

If organisations have their own procedures in place, they should be compatible with these procedures and additionally provide the contact details for:

- the Senior Manager to whom all allegations should be reported;
- the person to whom all allegations should be reported in the absence of the Senior Manager or where that person is the subject of the allegation;
- the LADO.

Allegations against Foster Carers

This refers to formally approved foster carers (the response to private foster carers should be as per any member of staff working with children), short break carers and supported lodgings carers.

If the supervising Social Worker (fostering, short breaks) receives the allegation, his/her Team Manager must be informed and the referral passed to the relevant Safeguarding Team.

The child's Social Worker and the supervising Social Worker's first line managers should consult and decide whether the complaint/concern/allegation is one of child protection or

standards of care. If the latter, the matter should be dealt with under Fostering Procedures. This discussion must be recorded in both the child and carer's files.

Where the managers decide that the concern/complaint/allegation is a child protection matter, the designated Senior Manager must be informed.

Any allegation about abuse or neglect of foster carers' own child/ren must be responded to using these procedures.

Fostering staff should be informed and involved in the Strategy Meeting to provide information and consider the implications for current and future placements.

If the allegation relates to a foster placement in another authority, the referral must be made to that authority and dealt with under its local child protection procedures.

Strategy Meeting re Allegations Against Foster Carers

A Strategy Discussion Meeting must take place within **one working day** wherever possible or **a maximum of two working days from referral**. Those present should also include the

- Chair of the meeting (as determined by Designated Senior Manager);
- child's Social Worker;
- manager of child's Social Worker;
- supervising Social Worker (fostering, short breaks);
- manager of the supervising Social Worker;
- social workers for any other children within the placement.
- Police Vulnerability Unit.
- Named Nurse for Looked After Children

The Strategy Discussion Meeting must also consider, in planning the enquiry:

- the significance of any previous allegations made against the carers or their family the close inter-relationship between foster carers and Safeguarding & Specialist Services and the need to ensure the investigating Social Worker's independence (who should not be the child's Social Worker, or the supervising Social Worker, or a worker managed by the person with line responsibility for either worker).
- whether the child/ren remain in placement (decision making should be in the context of the best interests of the child; removal of child/ren should not be an automatic course of action; any plan to remove a child should be agreed by the Team Manager or third tier manager).
- what information is to be given to other children currently living in the carer's household and those previously placed with the carers (including the need for Strategy Discussions/Meetings with regard to any of these children).
- the status of the carers, as co-workers and individuals who have a right to be heard.
- who will inform the carers of the allegation (when the Police are investigating, they will give specific input to this consideration).
- who will inform parent/s of the enquiry and when.

- the support to be provided to the child/ren in the placement, including the carer's children.
- the support to be provided for the carers from the supervising Social Worker (fostering, short breaks).
- arrangements for the Chair to receive regular progress reports.

Support & Advice for Carers

The role of the Fostering Team (or equivalent) in the provision of support should be considered at the Strategy Meeting.

The supervising Social Worker must consider any appropriate independent support for the carer, giving relevant information about contacts for legal advice and the role of the local and national foster care association.

Conclusion of Enquiries

At the conclusion of enquiries a Strategy Discussion Meeting must be held to ensure all information is shared and plans are agreed for follow up work, including if justified, the removal of child/ren.

The supervising Social Worker must attend the follow up interview with the carer and his/her family, unless this is judged inappropriate.

If the allegation is substantiated, the supervising Social Worker must consult with his/her manager so as to initiate the Foster Care Review Procedures and notify the Fostering Panel. The LADO must be informed of the outcome of these procedures to ensure that the allegations management process is fully concluded.

If the allegation is not substantiated, this should be recorded and made clear to the carer so as to protect him/her, as far as possible, from lingering doubts and suspicions.

The foster carer has a right to receive details in writing of all decisions made and actions taken.

The managers of both the child's Social Worker and the supervising Social Worker must consider whether any additional/individual support should be offered to the carer and his/her family at the end of the enquiry.

The above meeting and decisions arising from it must be put in writing and placed on both the child and carers' files.

The outcome of any child protection allegation or concern enquiry involving a foster carer must be shared with the Fostering Panel.

Following conclusion and feedback of the results of all investigations, the supervising Social Worker should generally offer the carers the opportunity to discuss the process of the investigation, including its impact on the family and future implications for provision of care.

Whether or not concerns are substantiated, the Safeguarding Team Manager, Service Manager and LADO should consider whether the details of the case should be presented to

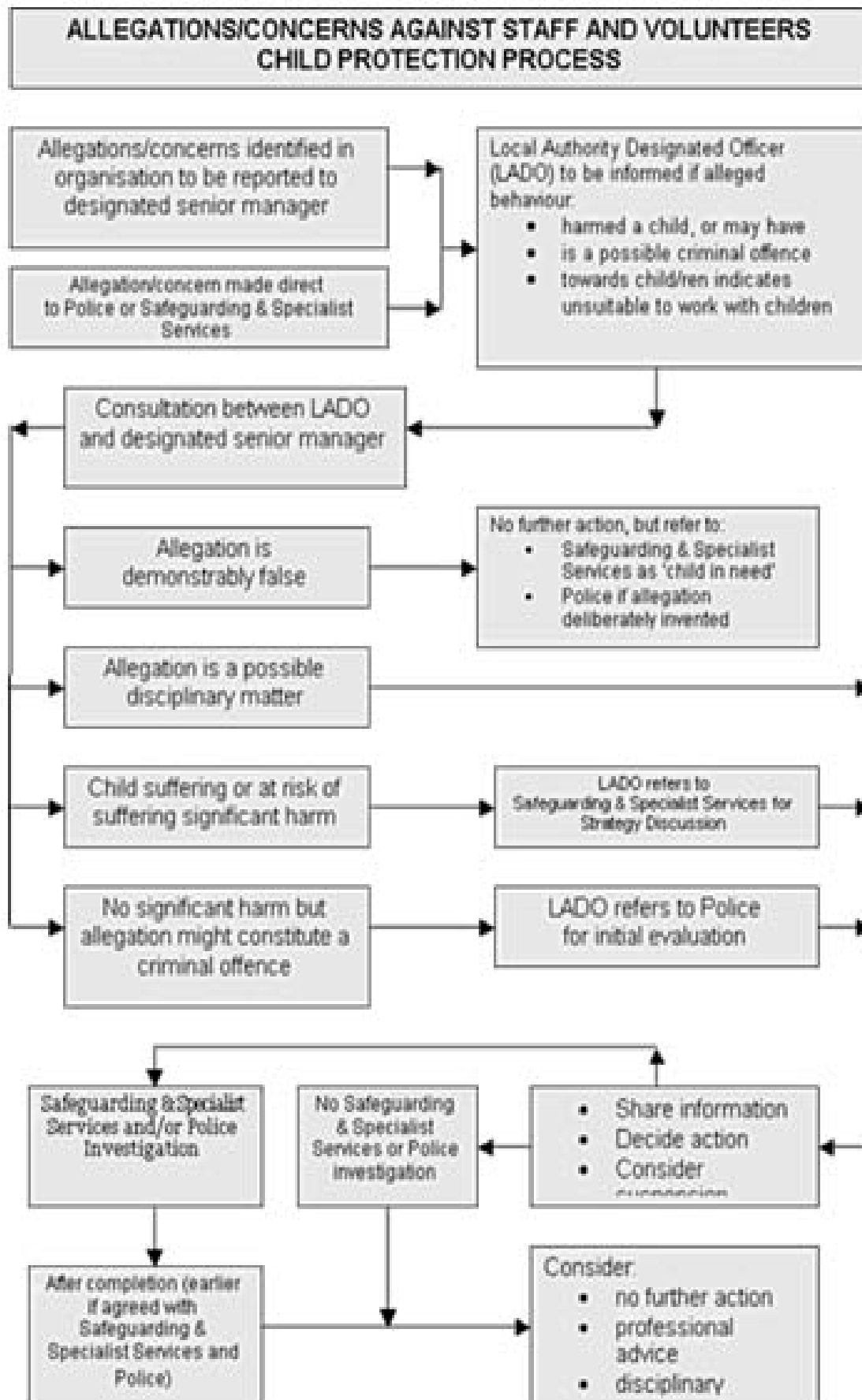
the Durham LSCB, to consider if any lessons can be learnt and whether any change in policy or practice is required.

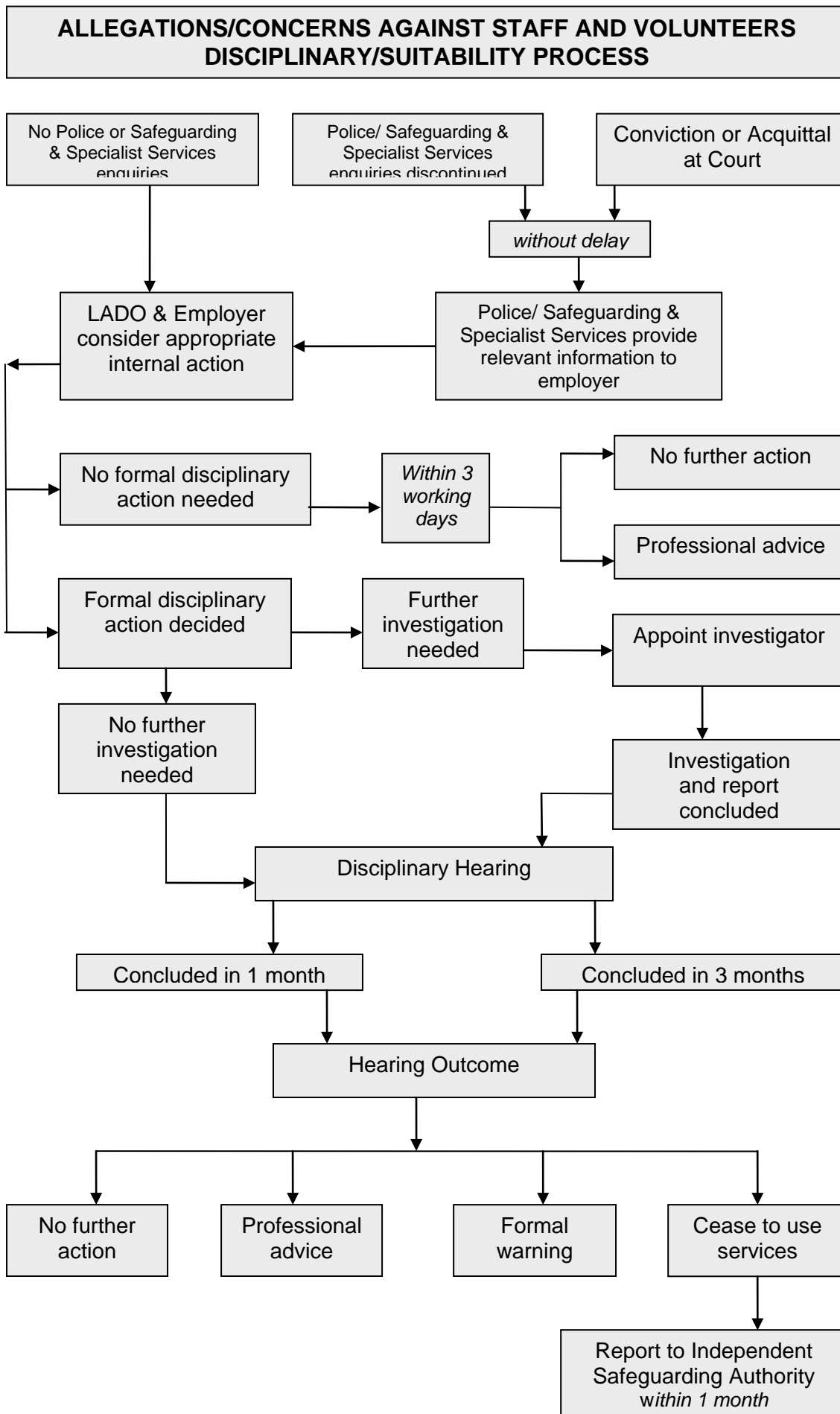
Allegations against Approved Carers

Safeguarding & Specialist Services have obligations, comparable to those that apply to foster children, to visit and ensure the welfare of a child placed for adoption and whose prospective adopter has given notice of his/her intention to adopt.

In respect of children placed for adoption but not yet adopted, consideration must be given to the document 'Guidelines for Safeguarding Children placed for adoption' when dealing with allegations concerning prospective adopters.

Flowcharts





SENIOR NOMINATED OFFICER (SNO)

Durham LSCB member organisations should have a Senior Nominated Officer who has overall strategic responsibility for:

- ensuring that their organisation operates procedures for dealing with allegations in accordance with the guidance in Appendix 5 of Working Together to Safeguard Children 2010;
- resolving any inter agency issues; *and*
- liaising with Durham LSCB on the subject.

Responsibilities include:

Ensuring that Durham LSCB procedures for managing allegations are implemented within their own agency procedure;

Ensuring that the workforce is aware of and implements the procedures in relation to all allegations against adults who work with or on behalf of children;

Ensuring that the organisation has systems in place to review cases and identify and implement any changes including, whether there are features of the organisation that may have contributed to the abuse occurring therefore improving procedures and practice;

Resolving any inter-agency issues which impede the implementation of Durham LSCB procedures;

Ensuring that the roles of Senior Nominated Officer, Local Authority Designated Officer (and their contact details) and Senior Manager (employer) are included in their agency policy and procedures;

Ensuring that effective reporting and recording arrangements within their agencies are in place;

Meeting these responsibilities will require:

- a strategic lead;
- access to up to date and relevant information regarding the management of allegations;

SENIOR MANAGER WITHIN THE ORGANISATION (SM)

- The Senior Manager within the organisation has overall responsibility for ensuring procedures are followed at an operational level. This person may be, or may represent the employer
- Meeting these responsibilities will require:
 - Understanding the procedures for managing allegations or concerns against staff and volunteers as detailed in *Working Together 2010* and other relevant guidance;
 - Understanding and following the criteria under which allegations or concerns of abuse should be notified to the LADO;
 - Being the senior manager within the organisation to whom all allegations or concerns are reported;
 - Understanding how strategy discussions and initial evaluations operate and be able to attend and contribute to these effectively when required to do so;
 - Liaising with the LADO and gathering any additional information which may have a bearing on the allegation;
 - Liaising with the LADO and HR provider regarding issues relating to:
 - suspension;
 - provision of risk assessments;
 - support for the accused person;
 - progress of external investigations;
 - disciplinary processes, including information provided by police and/or Safeguarding & Specialist Services;
 - reports to the barring list or regulatory body;
 - appropriate action regarding false allegations, including those made with malicious intent; *and*
 - record keeping.
- Liaising with the LADO in respect of information to be provided to the child, parent, accused person and others
- Providing reports and information as required to the Senior Nominated Officer
- Liaising with the Senior Nominated Officer to:
 - inform him/her of any issues and ongoing investigations;
 - ensure there is always cover for his/her role.
- Ensuring that the establishment's policy and procedures are updated and reviewed annually and work with the named senior officer regarding this
- Keeping detailed accurate secure written records of allegations/concerns received and how resolved, including the progress of external investigations

- Receiving appropriate training for the role and attend any relevant or refresher training courses.
- Raising the awareness of the need to empower children and young people who are in vulnerable positions by ensuring their agency produce good whistle blowing and complaints procedures for all children

Durham LSCB - ALLEGATIONS AGAINST STAFF, CARERS AND VOLUNTEERS

DOE / Durham LSCB Allegations Management Data Set Gathering for the Period:

DOE / LSCB ALLEGATIONS MANAGEMENT DATA SET REQUIREMENTS

Questions 1 & 2 Number of Referrals by Agency

| Agency | Month: |
|---|---------------|
| Social Care | |
| Health | |
| Education | |
| Connexions | |
| Police | |
| YOS | |
| Probation | |
| CAFCASS | |
| Secure Estate | |
| NSPCC | |
| Voluntary Youth Organisations | |
| Faith Groups | |
| Armed Forces | |
| Immigration / Asylum Support Services | |
| Other: Fire Service | |
| Other: Community Organisation | |
| Other: National Voluntary Organisation | |
| Other: Local Authority (Non Social Care or Education) | |
| Other: | |
| Other: | |
| Other: | |

GONE Guidance 1 & 2: Report the number of referrals in accordance with the date received within the reporting period (i.e. not the date of the alleged incident)

The agencies referred to above are the statutory and recommended members of the LSCB.

Question 3: Number of referrals by employment sector and primary abuse category:

| Agency | Physical | Emotional | Sexual | Neglect |
|---|-----------------|------------------|---------------|----------------|
| Social Care | | | | |
| Health | | | | |
| Education | | | | |
| Connexions | | | | |
| Police | | | | |
| YOS | | | | |
| Probation | | | | |
| CAFCASS | | | | |
| Secure Estate | | | | |
| NSPCC | | | | |
| Voluntary Youth Organisations | | | | |
| Faith Groups | | | | |
| Armed Forces | | | | |
| Immigration / Asylum Support Services | | | | |
| Other: Fire Service | | | | |
| Other: Community Organisation | | | | |
| Other: National Voluntary Organisation | | | | |
| Other: Local Authority (Non Social Care or Education) | | | | |
| Other: | | | | |
| Other: | | | | |
| Other: | | | | |

GO-NE Guidance 3:

It is important to record the employment sector of the person against whom an allegation is made. This will enable us to decide whether better guidance and advice is need for people working in particular jobs such as Health, Education, etc.

To avoid duplication, allegations should be recorded once only in accordance with the primary category of abuse (ref Working Together pg 37-8)

Question 4: Following Physical Intervention or Restraint

| Agency | Number |
|---|---------------|
| Social Care | |
| Health | |
| Education | |
| Connexions | |
| Police | |
| YOS | |
| Probation | |
| CAFCASS | |
| Secure Estate | |
| NSPCC | |
| Voluntary Youth Organisations | |
| Faith Groups | |
| Armed Forces | |
| Immigration / Asylum Support Services | |
| Other: Fire Service | |
| Other: Community Organisation | |
| Other: National Voluntary Organisation | |
| Other: Local Authority (Non Social Care or Education) | |
| Other: | |
| Other: | |
| Other: | |

GO-NE Guidance 4: A number of employment sectors have legislation that allows for authorised employees to restrain children and young people in order to prevent them injuring themselves or others, damaging property or creating a disturbance. These figures will therefore reflect allegations arising as a result of such an authorised physical intervention.

Durham LSCB - ALLEGATIONS AGAINST STAFF, CARERS AND VOLUNTEERS

DOE / Durham LSCB Allegations Management Data Set Gathering for the Period:

Question 5: Please state at the point of conclusion the number of cases that were resolved within the following timeframes

| | 1 Month | 3 Months | 12 Months | 12 Months + | Ongoing |
|---|---------|----------|-----------|-------------|---------|
| Agency | | | | | |
| Social Care | | | | | |
| Health | | | | | |
| Education | | | | | |
| Connexions | | | | | |
| Police | | | | | |
| YOS | | | | | |
| Probation | | | | | |
| CAFCASS | | | | | |
| Secure Estate | | | | | |
| NSPCC | | | | | |
| Voluntary Youth Organisations | | | | | |
| Faith Groups | | | | | |
| Armed Forces | | | | | |
| Immigration / Asylum Support Services | | | | | |
| Other: Fire Service | | | | | |
| Other: Community Organisation | | | | | |
| Other: National Voluntary Organisation | | | | | |
| Other: Local Authority (Non Social Care or Education) | | | | | |
| Other: | | | | | |
| Other: | | | | | |
| Other: | | | | | |

GO-NE Guidance 5:

These figures will represent all cases that were concluded/closed within the reporting period – regardless of whether they were referred within that period or not, i.e. there are likely to be a number of reported that were actually referred in a previous reporting period. Similarly, those that have been referred in the reporting period but have not reached conclusion at the time of reporting will fall into the ‘ongoing’ category.

The start date for counting will be the date the allegation was referred to the LADO, Social Care, the Police, or Courts regarding the allegation.

Durham LSCB - ALLEGATIONS AGAINST STAFF, CARERS AND VOLUNTEERS

DOE / Durham LSCB Allegations Management Data Set Gathering for the Period:

Question 6: Number of referred Cases that Resulted in

| | NFA after initial consideration | Unfounded | Unsubstantiated | Malicious | Suspension | Dismissal | Cessation of Use | S47 Investigation | Criminal Investigation | Criminal Prosecution | Caution | Acquittal | Referral to Barring Board | Inclusion on Barring List | Referral to Regulatory Body |
|---|---------------------------------|-----------|-----------------|-----------|------------|-----------|------------------|-------------------|------------------------|----------------------|---------|-----------|---------------------------|---------------------------|-----------------------------|
| Agency | | | | | | | | | | | | | | | |
| Social Care | | | | | | | | | | | | | | | |
| Health | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | |
| Connexions | | | | | | | | | | | | | | | |
| Police | | | | | | | | | | | | | | | |
| YOS | | | | | | | | | | | | | | | |
| Probation | | | | | | | | | | | | | | | |
| CAFCASS | | | | | | | | | | | | | | | |
| Secure Estate | | | | | | | | | | | | | | | |
| NSPCC | | | | | | | | | | | | | | | |
| Voluntary Youth Organisations | | | | | | | | | | | | | | | |
| Faith Groups | | | | | | | | | | | | | | | |
| Armed Forces | | | | | | | | | | | | | | | |
| Immigration / Asylum Support Services | | | | | | | | | | | | | | | |
| Other: Fire Service | | | | | | | | | | | | | | | |
| Other: Community Organisation | | | | | | | | | | | | | | | |
| Other: National Voluntary Organisation | | | | | | | | | | | | | | | |
| Other: Local Authority (Non Social Care or Education) | | | | | | | | | | | | | | | |
| Other: | | | | | | | | | | | | | | | |

GO-NE Guidance 6 Outcomes - all aspects that apply in each case should be reported, e.g. one case might involve suspension, criminal investigation, caution, dismissal, etc.

Durham LSCB - ALLEGATIONS AGAINST STAFF, CARERS AND VOLUNTEERS

DOE / Durham LSCB Allegations Management Data Set Gathering for the Period:

NFA after initial consideration

Initial consideration means the discussion about whether the alleged incident constitutes an allegation within the scope of the LSCB procedures, i.e. the initial discussion with the LADO, Safeguarding & Specialist Services or the Police following which there may be no need for further action under the procedures (ref Working Together p 364). It does not mean following an initial assessment undertaken in accordance with the Framework for the assessment of Children in Need and their Families.

Being Unfounded

This indicates 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. For an allegation to be classified as unfounded, it will be necessary to have evidence to disprove the allegation.

Being Unsubstantiated

This is not the same as a false allegation. It simply means that there is insufficient identifiable evidence to prove or disprove the allegation.

Being Malicious

This means there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false.

Cessation of Use

This would apply only in proven cases involving volunteers or non-contracted staff.

Referral to Barring Board

Referrals to Independent Safeguarding Authority should be reported here.

Inclusion on Barring List

As above, this applies to being barred under current arrangements.

Referral to Regulatory Body

For example, the General Teaching Council, General Medical Council, etc.

Allegations Management Discussion Record / Form

GUIDANCE NOTES

Working Together to Safeguard Children 2010 clearly identifies the key personnel to be involved in the management of allegations against staff who have contact with children. This recording form has been produced to assist those involved with the management of concerns and allegations against staff to maintain fair, accurate and consistent recording. The recording of such information is important both for the safeguarding of children and staff.

It provides a record of the decisions of any allegations strategy discussion/meetings. In some situations, it may be appropriate for a children's strategy meeting/discussion to take place. Where this occurs, a separate record should be completed for each child/young person.

The Senior Nominated Officer /Senior Manager for each organisation must be appraised of all allegations any members of staff become aware of.

The Senior Managers who are usually operations staff record the information and liaise with the Senior Nominated Officer (if different), who in turn seeks advice and guidance from the LADO (Local Authority Designated Officer). The LADO maintains overview of situations and completes data set returns for the LSCB

Underpinning Principles

This guidance aims to:

- recognise the duty to safeguard and promote the welfare of children (Children Act 2004, Education Act 2002);
- recognise the duty of care to staff;
- be compliant with the Data Protecting Act 1998, Information Commissioners Employment Practices Code 2005, the Human Rights Act 21998 and Freedom of Information Act 2002;
- be systematic, organised and transparent;
- promote fair, accurate and consistent recording.

Purpose of Record Keeping

The recording and storage of information is important:

- To ensure the safeguarding of both staff and children;
- To assist data gathering;
- To enable accurate information to be given in a reference;
- To enable accurate information to be given in response to any further concerns or allegations;
- To protect staff from re-investigations if the allegation does resurface in the future.

Allegations Management Discussion Record / Form

Recording by Local Authority Designated Officers and Senior Managers

The Senior Manager/SNO will maintain records for their organisation. The completion of the Allegations Management Discussion Record/Form ensures that relevant information, in line with procedural requirements, is maintained.

The LADO will collect and complete all records (including the Allegations Management Discussion Record/Form) as required by their role to ensure a comprehensive database is maintained.

The Senior Manager/SNO should share Part One of this record with the LADO during the initial consultation period when raising an issue of concern or allegation.

The LADO will complete the Allegations Management Data Set return for the DOE. This and monitoring information will be provided to Durham LSCB for information and consideration.

NB: This recording form does not have to be used, however it is a useful tool as it can act as a prompt for the information that will be required when discussing the matter with the LADO. It also provides a written record for the organisation concerned of the discussions taken place and decisions made.

Allegations Management Discussion Record / Form

PART ONE: (To be completed by the Senior Manager or Person Receiving Information)
 N.B. Allegations should be recorded and passed to Senior Managers immediately to enable consultation to take place between the Senior Nominated Officer and the LADO within one working day.

PERSON'S DETAILS

| | | | | |
|----------------------------------|--|-------------|---|-------------------------------|
| Family Name: | | Given Name: | | |
| Job Title / Role: | | | Gender: Female <input type="checkbox"/> | Male <input type="checkbox"/> |
| Address including Postcode: | | | | |
| Telephone: | | | e-mail: | |
| Employer Name & Contact Details: | | | | |

NATURE OF ALLEGED CONCERN

| | | | | |
|---------------------------|--|-----------|--|--|
| Date and Time: | | Location: | | |
| Incident | | | | |
| Details of any Witnesses: | | | | |
| | | | | |
| | | | | |

ANY PREVIOUS CONCERNS / EVIDENCE OF PATTERN OF CONCERNING BEHAVIOUR

| | | | | |
|------------------------|--|--|--|--|
| Please record concerns | | | | |
|------------------------|--|--|--|--|

INFORMATION RE YOUNG PERSON:

| | | | | |
|---------------------------------|--|---|-------------------------------|--|
| Family Name: | | Given Name: | | |
| Date of Birth / Age (if known): | | Gender: Female <input type="checkbox"/> | Male <input type="checkbox"/> | |

DETAILS OF ANYONE CONTACTED (Senior Nominated Officer, Human Resources, LADO, etc)

| ✓ If agency is to receive copy of this document | Agencies involved in discussion(s) | | | | | |
|---|------------------------------------|--------|------|-----------|--------|---------|
| | Name | Agency | Role | Telephone | E-mail | Date(s) |
| <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> | | | | | | |

Allegations Management Discussion Record / Form

RECORD OF ACTION TAKEN / TO BE TAKEN

This may include taking immediate safety measures, e.g. removal of the member of staff from the premises and any evidence that needs to be secured and preserved; mobile telephone, computer, etc. This will be subject to advice from the Police or LADO.

ADVICE FROM LADO

Date advice received: _____

(Please ✓ appropriate box(s))

| | Doesn't Meet Criteria | | Meets Criteria | |
|--|---|--------------------------|---|--------------------------|
| A core assessment should be commenced when, following a children's strategy discussion, s47 enquiries are initiated. | Review under Individual Organisation Procedures e.g. complaints, disciplinary, competency etc | <input type="checkbox"/> | Allegations Strategy Meeting to be held within 2 working days | <input type="checkbox"/> |
| | Record details on HR File | <input type="checkbox"/> | Referral to CESC for Children's Strategy Meeting | <input type="checkbox"/> |
| | No further action: | <input type="checkbox"/> | Request S47 Enquiries as part of Core Assessment: | <input type="checkbox"/> |
| | LADO to be informed of outcome | <input type="checkbox"/> | Police investigation(s) required: | <input type="checkbox"/> |

REASON(S) FOR DECISION(S)

Where there are allegations of abuse made against a professional, foster-carer or volunteer, s47 enquiries, a police investigation and disciplinary procedures may be taking place concurrently

If disciplinary procedures are to take place, this section should refer to the relevant staff file for further information.

FURTHER ACTIONS (include any further action required, by whom and within what time scale).

Allegations Management Discussion Record / Form

| Action(s) to be taken | Person/Agency responsible | Date for completion |
|-----------------------|---------------------------|---------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| | |
|--|--|
| Name of Practice Manager who will be responsible for Chairing Strategy Discussion: | |
| Date: | |

Allegations Management Discussion Record / Form

PART TWO: (To be completed on behalf of the Allegations Strategy Meeting Chair if concern does meet the scope of paragraphs 6.32 – 6.42 Working Together to Safeguard Children 2010. Part One of the form should accompany this section.)

PERSON'S DETAILS

| | | | |
|--------------|--|-------------|--|
| Family Name: | | Given Name: | |
|--------------|--|-------------|--|

NOTES FROM MEETINGS: Please remember to record/update a chronology of events and contacts

| | | | |
|---|---|-------|--|
| 1 | NOTES FROM ALLEGATIONS STRATEGY MEETING (S): | Date: | |
| | | | |

Where s47 enquiry or Police investigation is to be undertaken a date should be set for a reconvened meeting within 2-4 weeks. If this is the decision the member of staff concerned should be contacted by an agreed person, told and confirmed in writing:

The nature of the allegation;

How the enquiries will be conducted;

Any conditions preventing discussion/contact with relevant person.

| | | | |
|---|--|-------|--|
| 2 | NOTES FROM ALLEGATIONS STRATEGY MEETING(S): | Date: | |
| | | | |

Any subsequent Review Meetings should be held at a minimum of monthly intervals.

Areas for discussion:

Progress and results of enquiries;

Investigation strategy;

Agency co-operation;

Outcome of objectives;

Adherence to timescales;

Reasons for any delays and where appropriate how these should be addressed and by whom;

Support needs of staff;

Future needs of establishment.

Allegations Management Discussion Record / Form

Allegations Management Discussion Record / Form

| | | | |
|----------|---|-------|--|
| 3 | NOTES FROM ALLEGATIONS STRATEGY MEETING (S): | Date: | |
| | | | |

Final Meeting should be held at the end of any S47 enquiries or criminal investigations to review the case, categorise the allegation and plan any further actions, including information to be brought to the attention of the Local Safeguarding Children Board and or organisation.

| | | | |
|----------|---|-------|--|
| 4 | NOTES FROM ALLEGATIONS STRATEGY MEETING (S): | Date: | |
| | | | |

Allegations Management Discussion Record / Form

Flowchart

