



DEALING WITH ALLEGATIONS POLICY

Statement of Procedures for Dealing with Allegations made against / concerns raised in relation to staff, including supply teachers, volunteers and contractors

Reviewed by: Ruth Hardy, Associate Director HR
Agreed by Finance, Resources, Audit and Risk Committee
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Statement of Procedures for Dealing with Allegations made against / concerns raised in relation to staff, including supply teachers, volunteers and contractors

All schools (listed below) in The Futures Trust are committed to safeguarding and expects all staff and volunteers to share this commitment. The Futures Trust schools will provide appropriate guidance and training for all staff and volunteers.

School		
Barr's Hill	Emma Martin	Headteacher
Camp Hill	Rachel Whittingham	Headteacher
Coundon Court	Chris Heal	Headteacher
Keresley Grange	John Astley	Headteacher
Keresley Newland	Nicola Penlington	Headteacher
Parkgate	Zoe Richards	Headteacher
President Kennedy	Tyson Lane	Headteacher
Redmoor Academy	Matt Nicolle	Headteacher
Stoke Park	Ann-Marie Smith	Head of School
The Hinckley School	Kate Grocock	Head of School

Between them, this statement and Appendix 1 provide for the effective protection of children and young people, and for both allegations that may meet the harms threshold and concerns that do not meet the harms threshold, (known as low level concerns) to be managed fairly, consistently and without delay.

Statement purpose

Allegations which may meet the harm threshold

This statement sets out the action to be taken in the event that information comes to light, which indicates that a member of staff, a person with permission to be on the premises or carrying out any activity on behalf of a The Futures Trust school or a volunteer may have:

- **Behaved in a way that has harmed a child, or may have harmed a child;**
- **Possibly committed a criminal offence against or related to a child;**
- **Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or**
- **Behaved or may have behaved in a way that indicates they may not be suitable to work with children; including behaviour outside of work. This is known as transferable risk.**
- **This applies to any child the member of staff or volunteer has contact with in their personal, professional or community life.**

Low level concerns

This statement also applies to the action to be taken in the event that a low level concern arises, which may not meet the harm threshold set out above or is otherwise not serious enough to consider a referral to the LADO, but may indicate that an adult working in or on behalf of a Trust school may have acted in a way that:

Is inconsistent with the Staff and Volunteer Code of Conduct, including the requirements of Guidance for safer working practice for those working with children and young people in education settings February 2022, and including inappropriate conduct outside of work.

Examples of such behaviour could include, but are not limited to:

- Being over friendly with children;
- Having favourites;
- Taking photographs of children on their mobile phone;
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or
- Humiliating pupils.

All staff and volunteers must be aware of and act in accordance with the above code and incorporated guidance, the requirements of this statement and Appendix 1, and the content of 'Keeping Children Safe in Education Part One: Information for all school and college staff', which is regularly communicated and is readily available on school access arrangements, for example, CPOMS / Sharepoint and from the school office or on the school's HR Support Page/Policies.

Reporting information / an allegation or concern

If you have information, which indicates that a member of staff or volunteer may have behaved in the manner which meets the harms threshold, or in a manner which has given rise to a low level concern:

You must:

- ✓ Report your concern / the information immediately and without delay to the Headteacher, or where the Headteacher is the subject of the concern / information, to the Chair of the Governing Committee and HR. In the absence of the Headteacher report to the Designated Safeguarding Lead (DSL). In the absence of either party report to the next most senior member of staff in school.
- ✓ Report the facts.
- ✓ Make an accurate written record of the allegations or concerns, what you have witnessed or have been told. Give a copy of the dated and signed record to the person to whom you have reported your concerns.
- ✓ Maintain strict confidentiality.

All concerns will be listened to and managed appropriately; do not withhold information however trivial it may seem.

You must not:

- ✗ Attempt to deal with or investigate the allegations or concerns yourself.
- ✗ Keep information to yourself or promise confidentiality where information is disclosed to you or you witness anything of concern.

- ✖ Make assumptions or judgements about what you have witnessed or been told; any concerns must be reported, it is the responsibility of people in clearly defined roles to consider the information.
- ✖ Take any action which may undermine any investigation such as discussing disclosures or information with alleged victims, witnesses, parents or carers, asking people to provide statements or alerting the person in respect of whom concerns have come to light.

How an allegation or concern will be managed

Part 4 of Keeping Children Safe in Education ‘Allegations made against / Concerns raised in relation to teachers, including supply teachers, other staff, volunteers and contractors’, sets out the statutory framework for managing allegations and concerns (Appendix 1). It is the responsibility of a school’s Senior Leadership Team and the school DSL to be fully familiar with and act in accordance with Appendix 1.

A Headteacher of a Trust school will normally undertake the role of ‘Case Manager’, and will immediately inform the Trust’s Associate Director HR, or in their absence, the CEO, of the allegations or concerns arising. Where there is an immediate risk to a child or children, or evidence of a criminal offence, a decision may be taken to contact Children’s Social Care and as appropriate the Police directly in the first instance.

Where it is agreed that there is a need to refer to the Local Authority Designated Officer (LADO) the contact details below should be used:

Local Authority	Name	Telephone Number	Email Address
Coventry City Council	Nina Farrimond	024 7527 8518	lado@coventry.gov.uk
Warwickshire County Council	Lisa Dada Bally Bal	01926 745376	lado@warwickshire.gov.uk
Leicestershire County Council	Kim Taylor Paul Dowd	0116 305 4141	CFS-LADO@leics.gov.uk

Staff or volunteers who may be the subject of an allegation will receive appropriate support, and all requirements in Appendix 1 will be observed, including those in respect of confidentiality and record keeping. Records of allegations and concerns will be kept by the Trust’s HR Team and reviewed by the Associate Director HR and CEO.

Should circumstances arise where staff or volunteers have concerns in relation to poor or unsafe practice, or potential failures within the school’s safeguarding regime, which are such that immediate referral to the Police or LADO is not required to safeguard child/ren or young people, the school’s Whistleblowing Policy provides channels for them to raise their concerns.

Staff and volunteers have a duty to raise any such concerns and are encouraged to do so.

APPENDICES

APPENDIX 1: See [Keeping Children Safe in Education 2025 – Part 4](#).