



BOLDON SCHOOL CHILD PROTECTION PROCEDURES

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PROCEDURES FOR IF A MEMBER OF STAFF IS ACCUSED OF ABUSE (HEAD TEACHER, TEACHING AND NON-TEACHING STAFF)

For further details please refer to Section C – Pages 7 to 12 of the LEA Child Protection Manual.

Where allegations of abuse are made against a member of staff or volunteer, whether contemporary in nature, historical or both, the matter should be referred to the Social Care and Health Directorate.

The designated teacher for Child Protection is Mrs E Cummings.

The nominated governor for Child Protection is Mr E Thompson.

It is important to note that the management and investigation of allegations under child protection procedures is not a disciplinary process. A child protection investigation may inform the disciplinary process and in some circumstances the child protection agencies may make a recommendation concerning the possible suspension of staff or other measures to protect children.

Investigations carried out under child protection procedures have different objectives from disciplinary procedures. Once a child protection investigation is underway any disciplinary action should be frozen pending the outcome of the child protection investigation.

Allegations which may trigger child protection concerns

- Allegations which are most likely to raise child protection concerns fall into two broad categories: physical assault and misconduct of a sexual nature.

Action to be taken by a member of staff who hears an allegation from a child

- When a child reports that he/she has been abused by a member of staff of the school, attention must be paid to what is said. Questions may be asked to gain a clearer picture of the allegations but **on no account should suggestions be made to the child as to alternate explanations for their concerns.**
- The facts of the complaint should be passed immediately to the Head Teacher or in his absence to the Designated Teacher for Child Protection or to the Deputy Head Teacher.
- Where the complaint is in respect of the Head Teacher this should be reported to the Designated Teacher for Child Protection. She will inform the nominated Governor for Child Protection.
- A written record of the allegation should be made by the member of staff as soon as possible and no later than **24 hours** after the allegation was made. The record should be signed and dated. On no account should written statements be taken from the child/children making the complaint. This may prejudice any future legal action which may need to be taken.
- When a child reports that he/she has been abused by a member of staff or other adult in another school or centre, attention must be paid to what is said and the matter should then be reported to the school's designated teacher for child protection, through whom the information will be transmitted to the Education Welfare Service Manager.

Initial Urgent Action

- On receiving a complaint the Head Teacher should consult promptly with the LEA Contact Officer or nominated deputy and determine whether the allegation requires further investigation and by whom.
- Where the complaint is in respect of the Head Teacher the Designated Teacher for Child Protection should consult promptly with the LEA Contact Officer or Nominated Deputy and determine whether the allegation requires further investigation and by whom. The LEA Contact Officer will inform the Executive

Director, Lifelong Learning and Leisure, and the Head of Access and Inclusion prior to agreeing to further action.

- It is important to recognise that establishing whether an allegation warrants further investigation does not mean that a view has been formed that the allegation is to be believed. This will be the prime focus of any subsequent investigation of the facts.
- In considering an allegation there may be four possible outcomes:
 - 1) An immediate referral under the child protection procedures.
 - 2) The conclusion that there is reason to suppose that abuse may have occurred and that referral under child protection procedures is necessary or that the matter can be dealt with using internal disciplinary procedures. This should be decided in consultation with the LEA Contact Officer.
 - 3) A decision that the allegation can be classed as inappropriate behaviour that needs to be considered under disciplinary procedures or through a counselling interview.
 - 4) The conclusion that the allegation is without foundation.
- When considering an allegation a Head Teacher as well as consulting the LEA Contact Manager could also contact South Tyneside's Child Care Manager (Quality Standards). Such consultation will be considered as an informal enquiry for advisory purposes and will not constitute a formal referral for action by the Social Care and Health Directorate or the Police.
- In addition to consultation a written account of the allegation should be compiled, signed and dated by the person who heard the allegation. This should be countersigned and dated.

ON NO ACCOUNT SHOULD A WRITTEN STATEMENT BE TAKEN FROM THE CHILD WHO IS THE SUBJECT OF THE ALLEGATION.

- A record of any information about the times, dates, locations and names of any potential witnesses should also be made.

- Where it is determined in consultation with the LEA Contact Manager and, where appropriate, the Child Care Manager (Quality Standards), that the allegation warrants further investigation the following should take place:

A Referral and Initial Information Record form should be completed and forwarded directly to: The Child Care Manager (Quality Standards), at Chichester House, Stanhope Parade, South Shields.

OR

An investigation under the appropriate disciplinary procedure for staff, where the Head Teacher is wholly satisfied that the child or children is/are not at risk of significant harm, and that a reportable criminal offence has not been committed.

Where the complaint was in respect of the Head Teacher this should be undertaken by the Nominated Governor in consultation with the Head of Access and Inclusion Division.

What will happen following the referral to the Child Care Manager (Quality Standards)

The Child Care Manager (Quality Standards) will arrange a planning meeting that will normally take place within 24 hours of the referral being made. The person making the referral will be invited to attend this meeting. Also present at this meeting will be representatives from the Police Child Protection Unit, the Area Social Services Team responsible for the area where the child lives, the LEA Contact Officer, the Head Teacher and any other person who may help to inform the meeting. Parents will not be part of this meeting. Details of planning meetings and their purpose are on Pages 11 and 12 of Section C in the manual.