



## Managing Allegations Against Adults

This statement was written in September 2016 by the CAT Lead for Safeguarding, Behaviour and Welfare. It will be reviewed annually in the autumn term or sooner if directed by legislation, by the Lead for Safeguarding, Behaviour and Welfare and Principals.

### Approved on 25 October 2016 by the CAT Executive Team

All staff within Cheshire Academies Trust are aware that they have a duty to report any concerns they have about the conduct of another member of staff, volunteer, Governor or Trustee to the Principal. A copy of the Whistleblowing Policy is displayed in school. If the concerns are about the Principal the matter is reported to the Chair of Governors.

When an allegation has been made against a member of staff the Principal will consider whether the allegation suggests that the individual has:

- behaved in a way that has harmed, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved in a way that indicates that s/he is unsuitable to work with children

then the process outlined below should be followed.

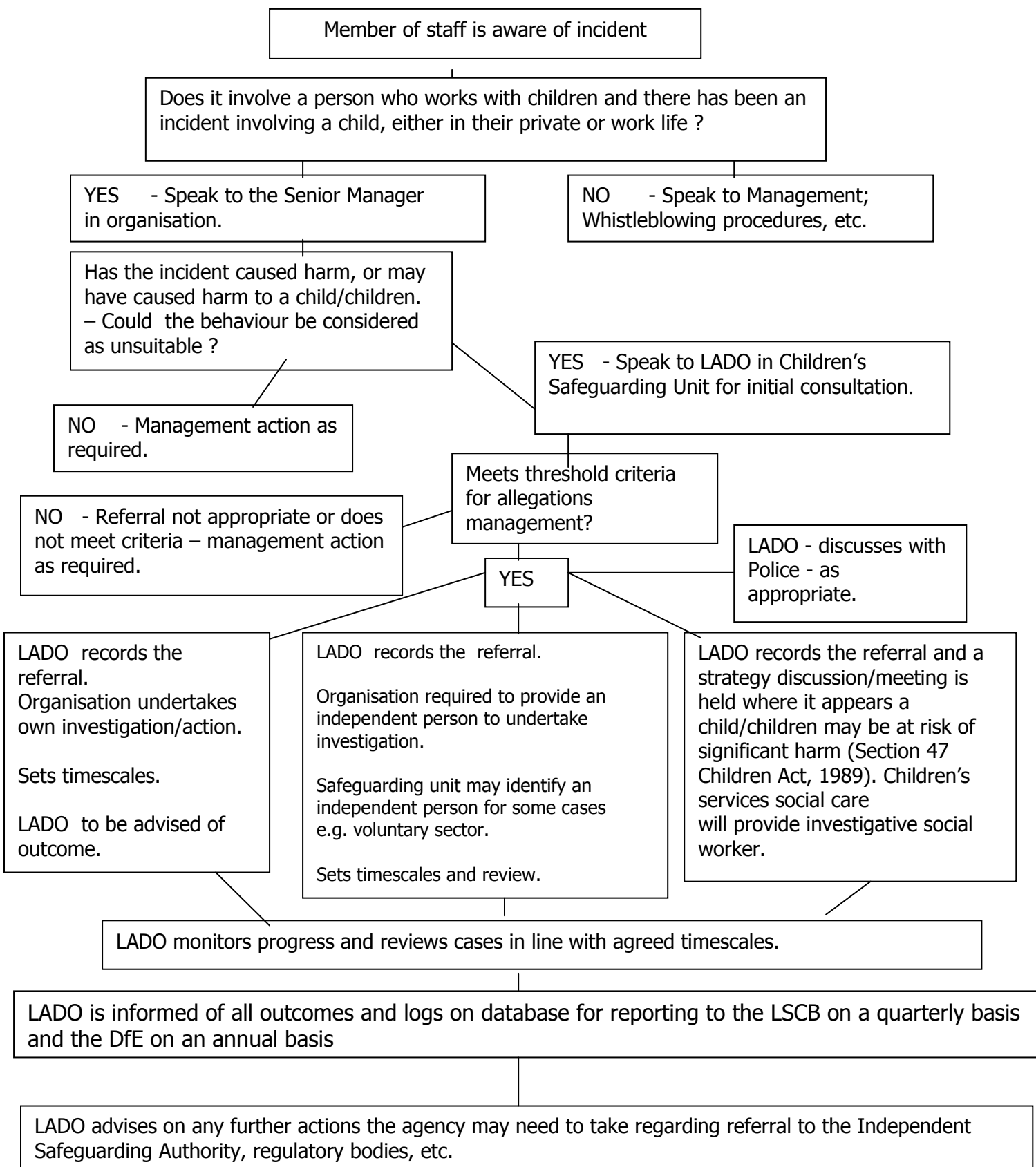
Whilst we acknowledge such allegations, as all others, may be false, malicious or misplaced, we also acknowledge they may be with foundation. It is, therefore, essential that all allegations are investigated properly and in line with agreed procedures.

- The person who has received an allegation or witnessed an event will immediately inform the Principal and make a record
- The Principal will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the immediate safety of children
- The Principal may need to clarify any information regarding the allegation, however no person will be interviewed at this stage
- The Principal must make contact within one working day with the Local Authority Designated Officer (LADO) if the concern/allegation meets the criteria set out in Cheshire West and Chester's Local Safeguarding Children Board Procedures <http://cheshirewestlscb.org.uk/wp-content/uploads/2015/06/Allegations-Procedures.pdf>
- If it is agreed that it is an appropriate referral to the LADO, then a referral form, <http://cheshirewestlscb.org.uk/policy-and-procedures/allegations-management-lado/> should be completed by the referrer and sent immediately to the Safeguarding Unit [safeguardinglado@cheshirewestandchester.gcsx.gov.uk](mailto:safeguardinglado@cheshirewestandchester.gcsx.gov.uk)
- Consideration will be given throughout to the support and information needs of pupils, parents and staff
- The Principal will inform the Chair of Governors of any allegation

**The Local Authority Designated Officer is Katherine Appleton and she is based at**

**The Children's Safeguarding Unit  
4, Civic Way [Floor 4]  
Ellesmere Port, Cheshire, Tel 0151 337 4570**

**FLOW CHART FOR REPORTING ALLEGATIONS AGAINST ADULTS WORKING WITH CHILDREN**



Taken from **Guidance for Senior Managers regarding the Referral Process to the Local Authority Designated Officer [LADO]**