

HIAC



Procedures for Managing Allegations About Staff or Visitors

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Audience: All Staff

Owner: Designated Safeguarding Lead (DSL)

1. Immediate Action

- **Ensure the safety of the child/young person:** Take steps to protect any individual at risk.
 - **Do not investigate internally** at this stage—preserve evidence and avoid questioning the child or alleged person.
 - **Report the concern immediately** to the Designated Safeguarding Lead (DSL).
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2. DSL Initial Assessment

- **Review the allegation** to determine if it meets the threshold for referral:
 - Behaved in a way that harmed or may have harmed a child
 - Possibly committed a criminal offence against or related to a child
 - Behaved in a way that indicates they may pose a risk to children
 - **Record the concern** in detail, including time, date, individuals involved, and nature of the allegation.
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3. Referral to LADO

- If the threshold is met, the DSL must **refer the case to the Local Authority Designated Officer (LADO)** within 24 hours.
 - The LADO will advise on next steps, including whether a formal investigation is needed.
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4. Informing the Individual

- The accused staff member or visitor should be **informed of the allegation** only after consultation with the LADO.
 - They should be advised of their rights, support available, and any restrictions (e.g., suspension).
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5. Suspension Decision

- Consider **suspension** if:
 - Children are at risk
 - Allegation could impact the investigation
 - The individual's presence may cause distress
 - This decision should be made in consultation with HR and the LADO.
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6. Investigation Process

- The LADO may recommend:
 - **Police involvement**
 - **Children's Social Care assessment**
 - **Internal disciplinary investigation**
 - All investigations must be **fair, timely, and confidential**.
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7. Outcome & Actions

- Possible outcomes:
 - Substantiated
 - Unsubstantiated
 - False
 - Malicious
 - Actions may include:
 - Disciplinary procedures
 - Referral to DBS for barring consideration
 - Policy or training updates
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8. Record Keeping

- Maintain a **confidential record** of the allegation, investigation, and outcome.
- Records must be kept **until the individual reaches normal retirement age or for 10 years**, whichever is longer.

9. Support for All Parties

- Provide emotional and practical support to:
 - The child/young person involved
 - The accused individual
 - Staff affected by the process

10. Learning & Review

- Conduct a **post-case review** to identify lessons learned.
- Update policies, procedures, or training as needed.

Year-on-Year Document Review

Review Date	Reviewer Name	Changes Made / Notes	Next Review Date
01/10/25	Kris Geddes	N/A	01/10/26