

# 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.

## 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.

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## 9. Support for All Parties

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

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## 10. Learning & Review

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

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### 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