



**Federation of  
Westminster Special Schools  
& Bi-Borough Inclusion Service**

## **Allegations Against Staff Policy**

**Approved by Full Governing Board: July 2025  
To be reviewed: July 2026**

## Introduction

All schools are under an absolute duty to promote and safeguard the welfare of children and young people (CYP) at their school, and to have regard to guidance issued by the Secretary of State in so doing. The Federation of Westminster Special Schools takes this responsibility seriously and will ensure that any allegation of abuse made against a teacher or other member of staff or volunteer in the Federation is dealt with fairly, quickly and consistently, in accordance with the DfE guidance.

The procedure documented within this policy must be used in any case where it is alleged that a teacher or other member of staff or a volunteer at a Federation school.

- behaved towards a CYP in a way that has harmed or may have harmed them
- possibly committed a criminal offence against or related to a CYP or
- behaved towards a CYP in a way that indicates s/he is unsuitable to work with them.

The Bi Borough Inclusion Service (BIS) is different in that staff from the service work in a range of schools. When working in schools they observe the policies for that school but the EHT/Chair of Governors must be advised if there is an issue.

All members of staff in the Federation will be made aware of this policy during induction.

### How concerns arise

Concerns about the possible abuse of CYP by staff will usually arise in one of two ways, either:

- a direct allegation by a CYP or a third party, for example a parent
- an observation by a member of staff that the behaviour of a colleague is inappropriate or potentially or actually abusive.

In either case the concern must be recorded and reported to the appropriate school DSL and School Headteacher immediately unless the allegations are against the DSL or School Headteacher in which the case should be reported to the Executive Headteacher. Allegations against the Executive Headteacher must be reported to the Chair of Governors.

As this is a statutory duty, we expect all members of staff in the school concerned or anyone within the Federation community, where they have concerns, to report them in accordance with this policy.

### 1. Consultation and referral

It is important to ensure that even allegations that appear to be less serious are seen to be followed up and taken seriously and that they are examined objectively by someone independent of the school concerned. If the allegation meets any of the criteria set out in section 1 below, the School Headteacher, DSL Executive Headteacher or Chair of Governors must report it to the Westminster Local Authority Designated Officer (LADO) on the same day. If it is unclear whether the threshold for referral has been reached, the School Headteacher, DSL, Executive Headteacher or Chair of Governors must consult the LADO.

## **Section 1: allegations that may meet the harms threshold**

**This section is based on 'Section 1: Allegations that may meet the harms threshold' in part 4 of Keeping Children Safe in Education (Sept 2024).**

This section applies to all cases in which it is alleged that a current member of staff, including a supply teacher, volunteer or contractor, has:

- Behaved in a way that has harmed a child, or may have harmed a child, and/or
- Possibly committed a criminal offence against or related to a child, and/or
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children, and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children – this includes behaviour taking place both inside and outside of school. We will deal with any allegation of abuse quickly, in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. This will be the School Headteacher or Executive Headteacher where the School Headteacher is the subject of the allegation. The case manager will be identified at the earliest opportunity.

Our procedures for dealing with allegations will be applied with common sense and judgement.

### **Suspension of the accused until the case is resolved**

The School Headteacher/Executive Headteacher can suspend an employee as long as they have agreed it with the Chair of Governors beforehand.

Suspension of the accused will not be the default position, and will only be considered in cases where there is reason to suspect that a CYP or other CYP is/are at risk of harm, or the case is so serious that there might be grounds for dismissal. In such cases, we will only suspend an individual if we have considered all other options available and there is no reasonable alternative.

Based on an assessment of risk, we will consider alternatives such as:

- Redeployment within the Federation so that the individual does not have direct contact with the CYP concerned
- Providing an assistant to be present when the individual has contact with CYP.
- Redeploying the individual to alternative work in the Federation so that they do not have unsupervised access to CYP.
- Moving the CYP to classes where they will not come into contact with the individual, making it clear that this is not a punishment and parents/carers have been consulted

If in doubt, the case manager will seek views from the Federation HR Advisor and the LADO at Westminster City Council, as well as the police and Children's Social Care where they have been involved.

## Definitions for outcomes of allegation investigations

- **Substantiated:** there is sufficient evidence to prove the allegation
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive, or to cause harm to the subject of the allegation
- **False:** there is sufficient evidence to disprove the allegation
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation (this does not imply guilt or innocence)
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made

## Procedure for dealing with allegations

In the event of an allegation that meets the criteria above, the case manager will take the following steps:

- Conduct basic enquiries in line with local procedures to establish the facts to help determine whether there is any foundation to the allegation before carrying on with the steps below
- Discuss the allegation with the LADO at Westminster City Council. This is to consider the nature, content and context of the allegation and agree a course of action, including whether further enquiries are necessary to enable a decision on how to proceed, and whether it is necessary to involve LADO, police and/or Children's Social Care services. (The case manager may, on occasion, consider it necessary to involve the police *before* consulting the LADO – for example, if the accused individual is deemed to be an immediate risk to CYP or there is evidence of a possible criminal offence. In such cases, the case manager will notify the LADO as soon as practicably possible after contacting the police.
- Inform the accused individual of the concerns or allegations and likely course of action as soon as possible after speaking to the LADO (and the police or Children's Social Care services, where necessary). Where the police and/or Children's Social Care services are involved, the case manager will only share such information with the individual as has been agreed with those agencies
- Where appropriate (in the circumstances described above), carefully consider whether suspension of the individual from contact with CYP at the school or BIS is justified or whether alternative arrangements such as those outlined above can be put in place. Advice will be sought from the designated officer, police and/or Children's Social Care services, as appropriate
- Where the case manager is concerned about the welfare of other CYP in the community or the individual's family, they will discuss these concerns with the DSL and make a risk assessment of the situation. If necessary, the DSL may make a referral to children's social care
- **If immediate suspension is considered necessary**, agree and record the rationale for this with the designated officer. The record will include information about the alternatives to suspension that have been considered, and why they were rejected. Written confirmation of the suspension will be provided to the individual facing the allegation or concern within 1 working day, and the individual will be given a named contact at the Federation and their contact details

- **If it is decided that no further action is to be taken** in regard to the subject of the allegation or concern, record this decision and the justification for it and agree with the designated officer what information should be put in writing to the individual and by whom, as well as what action should follow both in respect of the individual and those who made the initial allegation
- **If it is decided that further action is needed**, take steps as agreed with the designated officer to initiate the appropriate action in school and/or liaise with the police and/or Children's Social Care services as appropriate
- Provide effective support for the individual facing the allegation or concern, including appointing a named representative to keep them informed of the progress of the case and considering what other support is appropriate. Staff are able to consult their Union Representative and if required seek support via the Westminster Employee Assist Programme
- Inform the parents or carers of the CYP involved about the allegation as soon as possible if they do not already know (following agreement with Children's Social Care services and/or the police, if applicable). The case manager will also inform the parents or carers of the requirement to maintain confidentiality about any allegations made against teachers (where this applies) while investigations are ongoing. Any parent or carer who wishes to have the confidentiality restrictions removed in respect of a teacher will be advised to seek legal advice
- Keep the parents or carers of the CYP involved informed of the progress of the case (only in relation to their child – no information will be shared regarding the staff member)
- Make a referral to the DBS where it is thought that the individual facing the allegation or concern has engaged in conduct that harmed or is likely to harm a CYP or if the individual otherwise poses a risk of harm to a CYP

#### **All schools:**

If one of the schools or BIS is made aware that the secretary of state has made an interim prohibition order in respect of an individual, we will immediately suspend that individual from teaching, pending the findings of the investigation by the Teaching Regulation Agency.

Where the police are involved, wherever possible the school will ask the police at the start of the investigation to obtain consent from the individuals involved to share their statements and evidence for use in the Federation's disciplinary process, should this be required at a later point.

#### **Additional considerations for supply teachers and all contracted staff**

If there are concerns or an allegation is made against someone not directly employed by one of the schools or BIS, such as a supply teacher or contracted staff member provided by an agency, we will take the actions below in addition to our standard procedures.

- We will not decide to stop using an individual due to safeguarding concerns without finding out the facts and liaising with our LADO to determine a suitable outcome
- The school will discuss with the agency whether it is appropriate to suspend the individual, or redeploy them to another part of the Federation, while the Federation carries out the investigation

- We will involve the agency fully, but the school concerned will take the lead in collecting the necessary information and providing it to the LADO as required
- We will address issues such as information sharing, to ensure any previous concerns or allegations known to the agency are taken into account (we will do this, for example, as part of the allegations management meeting or by liaising directly with the agency where necessary)
- When using an agency, we will inform them of our process for managing allegations, and keep them updated about our policies as necessary, and will invite the agency's HR manager or equivalent to meetings as appropriate.

### **Timescales**

We will deal with all allegations as quickly and effectively as possible and will endeavour to comply with the following timescales, where reasonably practicable:

- Any cases where it is clear immediately that the allegation is unsubstantiated or malicious should be resolved within 1 week
- If the nature of an allegation does not require formal disciplinary action, appropriate action should be taken within 3 working days
- If a disciplinary hearing is required and can be held without further investigation, this should be held within 15 working days

***However, these are objectives only and where they are not met, we will endeavour to take the required action as soon as possible thereafter.***

### **Specific actions**

#### **Action following a criminal investigation or prosecution**

The case manager will discuss with the LADO whether any further action, including disciplinary action, is appropriate and, if so, how to proceed, taking into account information provided by the police and/or Children's Social Care services.

#### **Conclusion of a case where the allegation is substantiated**

If the allegation is substantiated and the individual is dismissed or the school ceases to use their services, or the individual resigns or otherwise ceases to provide their services, the school will make a referral to the DBS for consideration of whether inclusion on the barred lists is required.

If the individual concerned is a member of teaching staff, the school concerned will consider whether to refer the matter to the Teaching Regulation Agency to consider prohibiting the individual from teaching.

#### **Individuals returning to work after suspension**

If it is decided on the conclusion of a case that an individual who has been suspended can return to work, the case manager will consider how best to facilitate this.

The case manager will also consider how best to manage the individual's contact with the CYP who made the allegation, if they are still attending the school.

The process for supporting back to work will be developed with the employee on an individual basis drawing on advice from a variety of sources including, but not exclusively, our HR partner, Occupational Health, Employee Assistance Programme, employee's union representative (if they have used the support of their union), ACAS advice and consider a phased return as an option. A written return to work plan would usually be written with the employee.

### **Unsubstantiated, unfounded, false or malicious reports**

If a **report** is:

- Determined to be unsubstantiated, unfounded, false or malicious, the DSL will consider the appropriate next steps. If they consider that the CYP and/or person who made the allegation is in need of help, or the allegation may have been a cry for help, a referral to Children's Social Care may be appropriate
- Shown to be deliberately invented, or malicious, the school concerned will consider whether any disciplinary action is appropriate against the individual(s) who made it

### **Unsubstantiated, unfounded, false or malicious allegations**

If an **allegation** is:

- Determined to be unsubstantiated, unfounded, false or malicious, the LADO and case manager will consider the appropriate next steps. If they consider that the CYP and/or person who made the allegation is in need of help, or the allegation may have been a cry for help, a referral to Children's Social Care may be appropriate
- Shown to be deliberately invented, or malicious, the school concerned will consider whether any disciplinary action is appropriate against the individual(s) who made it

### **Confidentiality and information sharing**

The Federation will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

The case manager will take advice from the LADO, police and Children's Social Care services, as appropriate, to agree:

- Who needs to know about the allegation and what information can be shared
- How to manage speculation, leaks and gossip, including how to make parents or carers of a CYP involved aware of their obligations with respect to confidentiality
- What, if any, information can be reasonably given to the wider community to reduce speculation
- How to manage press interest if, and when, it arises

## Record-keeping

The case manager will maintain clear records about any case where the allegation or concern meets the criteria above and store them on the individual's confidential personnel file for the duration of the case (in a sealed and signed envelope).

The records of any allegation that, following an investigation, is found to be malicious or false will be deleted from the individual's personnel file (unless the individual consents for the records to be retained on the file).

For all other allegations (which are not found to be malicious or false), the following information will be kept on the file of the individual concerned:

- A clear and comprehensive summary of the allegation
- Details of how the allegation was followed up and resolved
- Notes of any action taken, decisions reached and the outcome
- A declaration on whether the information will be referred to in any future reference

In these cases, the school concerned will provide a copy to the individual, in agreement with Children's Social Care or the police as appropriate.

Where records contain information about allegations of sexual abuse, we will preserve these for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry. We will retain all other records at least until the individual has reached normal pension age, or for 10 years from the date of the allegation if that is longer.

## References

When providing employer references, we will:

- Not refer to any allegation that has been found to be false, unfounded, unsubstantiated or malicious, or any repeated allegations which have all been found to be false, unfounded, unsubstantiated or malicious
- Include substantiated allegations, provided that the information is factual and does not include opinions

## Learning lessons

After any cases where the allegations are *substantiated*, the case manager will review the circumstances of the case with the local authority's designated officer to determine whether there are any improvements that we can make to the school's or Federation procedures or practice to help prevent similar events in the future.

This will include consideration of (as applicable):

- Issues arising from the decision to suspend the member of staff
- The duration of the suspension
- Whether or not the suspension was justified
- The use of suspension when the individual is subsequently reinstated. We will consider how future investigations of a similar nature could be carried out without suspending the individual

For all other cases, the case manager will consider the facts and determine whether any improvements can be made.

## **Non-recent allegations**

Abuse can be reported, no matter how long ago it happened.

We will report any non-recent allegations made by a CYP to the LADO in line with our local authority's procedures for dealing with non-recent allegations.

Where an adult makes an allegation to the school that they were abused as a child, we will advise the individual to report the allegation to the police.

## **Section 2: concerns that do not meet the harm threshold**

**The section is based on 'Section 2: Concerns that do not meet the harm threshold' in part 4 of Keeping Children Safe in Education 2024.**

This section applies to all concerns (including allegations) about members of staff, including supply teachers, volunteers and contractors, which do not meet the harm threshold set out in section 1 above.

Concerns may arise through, for example:

- Suspicion
- Complaint
- Disclosure made by a CYP, parent or other adult within or outside the school
- Pre-employment vetting checks

We recognise the importance of responding to and dealing with any concerns in a timely manner to safeguard the welfare of CYP.

### **Definition of low-level concerns**

The term 'low-level' concern is any concern – no matter how small – that an adult working in or on behalf of the school may have acted in a way that:

- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, **and**
- Does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the designated officer at the local authority  
Examples of such behaviour could include, but are not limited to:
- Being overly friendly with CYP
- Having favourites
- Taking photographs of CYP on their mobile phone
- Engaging with a CYP on a one-to-one basis in a secluded area or behind a closed door
- Using inappropriate sexualised, intimidating or offensive language

### **Sharing low-level concerns**

We recognise the importance of creating a culture of openness, trust and transparency to encourage all staff to share low-level concerns so that they can be addressed appropriately.

We will create this culture by:

- Ensuring staff are clear about what appropriate behaviour is, and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour, in themselves and others
- Empowering staff to share any low-level concerns
- Empowering staff to self-refer
- Addressing unprofessional behaviour and supporting the individual to correct it at an early stage
- Providing a responsive, sensitive and proportionate handling of such concerns when they are raised
- Helping to identify any weakness in the school's safeguarding system

### **Responding to low-level concerns**

If the concern is raised via a third party, the headteacher /Head of BIS will collect evidence where necessary by speaking:

Directly to the person who raised the concern, unless it has been raised anonymously

To the individual involved and any witnesses

The headteacher/Head of BIS will use the information collected to categorise the type of behaviour and determine any further action, in line with the Federation's code of conduct Policy. Please also see the Federation's Policy on Low Level Concerns.

### **Record keeping**

All low-level concerns will be recorded in writing. In addition to details of the concern raised, records will include the context in which the concern arose, any action taken and the rationale for decisions and action taken.

Records will be:

- Kept confidential, held securely and comply with the DPA 2018 and UK GDPR
- Reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, we will decide on a course of action, either through our disciplinary procedures or, where a pattern of behaviour moves from a concern to meeting the harms threshold as described in section 1 of this appendix, we will refer it to the designated officer at the local authority
- Retained at least until the individual leaves employment at the school
- Where a low-level concern relates to a supply teacher or contractor, we will notify the individual's employer, so any potential patterns of inappropriate behaviour can be identified.

### **References**

We will not include low-level concerns in references unless:

- The concern (or group of concerns) has met the threshold for referral to the designated officer at the local authority and is found to be substantiated; and/or
- The concern (or group of concerns) relates to issues which would ordinarily be included in a reference, such as misconduct or poor performance

### **Confidentiality**

Any investigation will be done in confidence. Every effort will be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

No-one in the Federation may provide any information to the press or media that might identify an individual who is under investigation, unless and until the person is charged with a criminal offence.

No-one in the Federation may disclose any information to anyone about the details of an investigation, as this may prejudice the right of the person under investigation to a fair hearing.

### **Resignations and compromise agreements**

Where a person is under investigation tenders his or her resignation or ceases to provide their services, the investigation into the allegation will still need to be completed in accordance with guidance. It is important that every effort is made to reach a conclusion in all cases of allegations bearing on the safety or welfare of CYPs including any in which the person concerned refuses to cooperate with the process.

The Federation will not enter into “compromise agreements” by which if a person agrees to resign, the Federation agrees not to pursue disciplinary action and both parties agree a form of words to be used in any future reference.