



LANDAU
FORTE
CHARITABLE
TRUST

Policy Name	LFCT Allegations Against Staff
Policy Number	T018
Date of Issue	December 2021
Author	Amelia Eggleston
Reviewed by	Audit Committee
Date of next review	December 2022

Notes:

All policies issued across the Trust must be created from this Template

Allegations against Staff which could lead to Grievance & Disciplinary

Allegations against staff

a) Remaining professional at all times

All staff can be at risk of allegations by students and therefore it is wise to take precautions when dealing with students on a day to day basis in the Academy, including the following:

- Handling of students (roughly or not), even if it is to break up a fight, can be considered abuse, therefore it is wise to avoid touching students in most circumstances.
- Jokes and innuendos can be misunderstood, as can name-calling. Be careful what you say to students.
- Staff must not give students lifts in their own vehicle without another colleague present and it must be done with the knowledge of the Academy.
- When meeting a student in a windowless office, the door should be left open.
- When interviewing students about disciplinary matters, it is often appropriate to have another member of staff present.
- Staff must not accept current students as “friends” on social networking sites and are advised to keep their own profile private.
- Staff should not give out personal email addresses or personal mobile numbers.
- If work email addresses are given out this should be for the purposes of collecting work or communicating about Academy activities only.

b) Procedure in case of allegations against a member of staff

The Child Protection Officer will inform the Principal immediately of any allegation made against a member of staff or a volunteer. Should the incident involve the Child Protection Officer then the incident should be reported directly to the Principal. In the Principal’s absence or should the incident involve the Principal, the Child Protection Officer will report the matter directly to the Chief Executive and/or Chairman of Governors.

A quick resolution of that allegation is the clear priority to the benefit of all concerned. The matter will be, in the first instance, investigated by the Child Protection Officer or Investigating Officer.

Once the nature of the allegation is clear, the member of staff will be invited for a meeting with the Investigating Officer to respond to the allegation. At the hearing the member of staff has the right to be accompanied by a work colleague or trade union representative. Witnesses may be called and documentary evidence may be adduced by either party as appropriate. A minute of the meeting will be taken by the Secretary to the meeting who will also be present.

The procedure for the conduct of such a hearing should follow the agenda detailed below. The purpose of this procedure is to ensure that the hearing is conducted in a fair and equitable way.

Agenda

1. Introduction and purpose of the meeting (Investigating Officer)

The Investigating Officer to make introductions around the table and state the purpose of the meeting following the allegation.

2. Outline of concerns/allegations followed by questions and/or clarification (Investigating Officer) *The Investigating Officer to give a brief summary of the allegation and actions which had been taken to date.*

3. Response followed by questions and/or clarification (staff member)

The staff member and/or their representative to respond to questions raised in Agenda Item 2 and clarify their version of the alleged incident.

4. Summary (both parties to sum up if they wish)

The Investigating Officer to summarise the discussions and propose action to be taken. The staff member and/or their representative to be given the opportunity to add their understanding of the meeting and future outcome.

Depending on the circumstances and the outcome of this meeting, the matter may be referred to the members of the Local Governing Body or the Trust Executive. It is possible that the member of staff will be suspended on full pay, while investigations take place. If, following the investigations, it is felt that there is a case to answer; a formal hearing will be convened in line with the Trust Grievance and Disciplinary policy. If this situation arises, full details of the procedure for the hearing, and any subsequent appeals process, will be given to the member of staff in accordance with the Trust Grievance and Disciplinary Procedure.

It is possible that, in some cases, due to the nature of the allegation, other external agencies such as Social Services or the Police may be involved.

Reporting an Incident

Name of person (s) reporting the incident:	
Student name:	DOB:
PT:	Date of incident:
Place of incident:	Time of incident:
Description of the incident (please use separate sheet if required)	
People involved in incident (please use separate sheet if required)	
Witnesses:	
Staff initials:	
Staff signature :	
Today's date:	
Action taken:	
Copy to:	<ol style="list-style-type: none"> 1. Principal marked private and confidential 2. Child Protection Officer marked private and confidential

Notes:

This form should be completed as soon as possible after you are made aware the incident.

When filling in this form, it is essential that facts (and not your opinions) are recorded. Write careful notes of what you witnessed, heard or were told. Students and parents/carers are entitled to see any written information on this matter.



LANDAU
FORTE
CHARITABLE
TRUST

Date	
Change Made	New policy
Made By	Amelia Eggleston