
Date: reviewed on 24th September 2018

DEALING WITH ALLEGATIONS OF ABUSE AGAINST STAFF POLICY

1. Introduction

- 1.1 Lycée Français Charles de Gaulle is committed to safeguarding and promoting the welfare of its students.
- 1.2 It is essential that any allegation of abuse made against a teacher, other member of staff or volunteer is dealt with fairly, quickly and consistently. This policy is designed to ensure that all staff, students and parents or carers are aware of the procedure for investigating allegations of abuse. Our policy is in line with current Department for Education statutory guidance.

2. Scope

This policy will be used in all cases in which it is alleged that an employee has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved in a way that indicates that they would pose a risk of harm if they work regularly or closely with children.

3. Receiving allegations or concerns

Allegations may be made in a number of ways:

- Direct disclosure by the student
- Indirect disclosure through written work, behaviour, art work or through friends
- Complaints from parents
- Complaints to the police from parents or students
- Reports by other colleagues or agencies

4. Action on receipt of allegations or concerns

- 4.1 Allegations will be reported to the Head Teacher immediately or to the Deputy Head of the Cultural Department of the French Embassy where the Head Teacher is the subject of concern. All allegations will be taken seriously and investigated immediately.
- 4.2 The Head Teacher (or the Deputy Head of the Cultural Department of the French Embassy where the Head Teacher is the subject of concern) will immediately report any allegations of abuse to the Local Authority Designated Officer(s) (LADO) and the School will take part fully in any investigation of inappropriate behaviour, as directed by the LADO.
- 4.3 The designated officers for **Hammersmith & Fulham, Kensington & Chelsea, Westminster** <https://www.rbkc.gov.uk/lscb/information-professionals-and-volunteers/contacts-safeguarding-kensington-and-chelsea>
- **LADO consultations and referrals: the duty Child Protection Adviser:**
Telephone: 020 7361 3013 / Email: KCLADO.Enquiries@rbkc.gov.uk

- **Tri-Borough Safeguarding and Child Protection Schools and Education Officer:**
Hilary Shaw - Email: Hilary.Shaw@rbkc.gov.uk
Telephone: 020 7598 4876 / Mobile: 07817 365 519

4.4 The Head Teacher will not investigate the alleged incident by interviewing those directly involved or any witnesses before contacting the LADO. He/she will simply establish:

- That an allegation has been made
- The general nature of the allegation
- When and where the incident is alleged to have occurred
- Who was involved
- Any other persons present

5. Initial considerations with the designated officer(s)

5.1 The designated officer(s) and the Head Teacher will consider the nature, content and context of the allegation and agree a course of action. There are three general outcomes of initial considerations:

- No further action is to be taken by external agencies or the School in regard to the individual facing the allegation.
- No further action by external agencies, but the Head Teacher determines further action is required and will refer to the Disciplinary Procedure.
- The designated officer(s) determines that a strategy discussion is needed, or police or Local Authority's social care services need to be involved.

6. Determining the outcome

6.1 The following definitions will be used when determining the outcome of allegations:

- **Substantiated:** there is sufficient evidence to prove the allegation;
- **False:** there is sufficient evidence to disprove the allegation;
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

7. Action on conclusion of the case

7.1 If the investigation results in the dismissal or resignation of a person the School will comply with its legal duty to refer the matter to the Disclosure and Barring Service.

7.2 If it is decided that the employee may return to school (after a suspension) then provisions will be put in place by the school to ensure that the transition is as smooth as possible.

8. Action in the case of false or malicious allegations

8.1 Where an allegation is found to be false, the Head Teacher may refer the matter to children's services to determine whether the child is in need of further support.

8.2 If an allegation is false or malicious, the Head Teacher will consider whether the student should be disciplined in accordance with the School Rules.

9. After the case

- 9.1 Following every allegation and regardless of outcome, the School will review the case to see if there are any improvements that can be made in its practice or policy that may help to prevent similar cases in the future.
- 9.2 The School will review this policy every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.