



# MANAGING ALLEGATIONS POLICY

## Year 2017/2018

SIGNED ON BEHALF OF THE TRUSTEES OF BRISTOL ISLAMIC SCHOOLS TRUST (BIST)

NAME: *G. F. Nounu*

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REVIEW DATE: 30 August 2018



## Review

Review Cycle	Date of Current Policy	Author(s) of Current Policy	Review Date
Annual	September 2017	RC (DSL)	August 2018

## Ratification

Role	Name	Initials	Date
Chair of Trustees	Ghassan Nounu	<i>GFN</i>	7/9/2017
Principal	Shahnaz Maqsood	<i>SM</i>	6/9/2017
Head Teacher Primary	Rashida Hartley	<i>RH</i>	6/9/2017

## Details of Policy Updates

Date	Details
Version 2	2017-208 policy

## Abbreviations

Abbreviation	Term
LADO	Local Authority Designated Officer
DSL	Designated Safeguarding Lead



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## 1 Vision

Andalusia Academy Bristol is a warm, welcoming school where everyone is valued. We believe that we will keep children safe by providing a safe environment for students to learn in, adhering to our Islamic ethos and guidance, and identifying and responding to students in need of support and protection. We will foster a learning environment where student voice is appreciated and students are encouraged to articulate their feelings and thoughts in an atmosphere of acceptance and trust.

Allah will question each person in a position of responsibility for which they are responsible. Children have a fundamental right to be protected from harm. Parents and carers have placed their children in our care, as an Amanah (trust). All staff at Andalusia Academy will fulfil their obligations in regards to child safety and welfare.

Our vision is built on the following Islamic values: **Accountability** - We hold to account our students in their lessons and our teachers in their performance and delivery. **Trust** - We constantly build trust with our community by being honest, transparent and welcoming of external review. **Guidance** - We guide our staff to work with our students, and guide students to their learning.

## 2 Aims

Andalusia Academy takes its responsibility of care for its students seriously. We recognise that any possibility that a member of staff may have hurt a student must be investigated thoroughly, but in a way that does not prejudice either the student or the member of staff. Any investigation of an allegation of abuse against a member of staff must follow the objective, professional standards and routines described here.

## 3 Allegations

Allegations of abuse against staff should not be dealt with under the school's general complaints procedure. The allegations of abuse by staff procedures are based on the following: **Safeguarding Children and Safer Recruitment in Education** (Statutory Guidance from 1.1.07, Chapter 5). The framework for managing cases of allegations of abuse against people who work with children is set out in: **Working together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children** (March 2010) and **Dealing with allegations of abuse against teachers and other staff: Guidance for local authorities, head teachers, school staff, governing bodies and proprietors of independent schools** (DfE October 2012).



## 4 Initial Allegation

Any allegation of abuse of a student by a teacher must be reported to the Designated Safeguarding Lead (DSL) and Principal. In the absence of the Principal, this must be reported to the Head of Setting (Primary and Secondary). If the initial allegation is disclosed to any other member of staff then that member of staff must either request the person raising the allegation to report it to the DSL, or if that is not possible, to pass details of the allegation themselves to the DSL immediately.

If the allegation is made against the DSL, then this should be brought to the attention of the Chair of Trustees immediately.

Should the allegation meet any of the following criteria, then the DSL should report the allegation to the local authority designated officer (LADO) the same day that the allegation is received. If a teacher or member of staff or volunteer at the school has:

- 1) behaved in a way that has harmed a child, or may have harmed a child
- 2) possibly committed a criminal offence against or related to a child
- 3) behaved towards a child or children in a way that indicates s/he would pose a risk of harm if they work regularly or closely with children.

## 5 Initial Consideration

The DSL will discuss the matter with the LADO at Bristol City Council and provide any further details of the allegation and the circumstances in which it was made. The contacts details are:

Name: **Nicola Laird**

Position: **Local Authority Designated Officer ( LADO )**

Organisation: **Bristol City Council**

Telephone number: 0117 903 7795 / 07795 091020

Fax number: 0117 9037153

Email address: [Nicola.laird@Bristol.gov.uk](mailto:Nicola.laird@Bristol.gov.uk)

The DSL should not investigate the allegation at this stage. The discussion will also consider whether there is evidence or information that establishes that the allegation is false or unfounded.

If the allegation is not patently false and there is cause to suspect that a child is suffering or is likely to suffer significant harm, the LADO will immediately refer to children's social care and ask for a strategy discussion in accordance with 'Working Together to Safeguard Children' to be convened straight away. In those circumstances the strategy discussion should include the LADO and the DSL.

If there is not cause to suspect that "significant harm" is an issue, but a criminal offence might have been committed, the LADO should immediately inform the police and convene a similar discussion to decide whether a police investigation is needed. That discussion will also involve the school and any other agencies involved with the child.

## 6 Action Following Initial Consideration

Where the initial consideration decides that the allegation does not involve a possible criminal offence it will be for the DSL to deal with it in consultation with school Trustees.

In such cases, if the nature of the allegation does not require formal disciplinary action, appropriate action should be instituted within three working days. If a disciplinary hearing is required and can be held without further investigation, the hearing should be held within 15 working days.

This role is delegated by the Board of Trustees to the Safeguarding Trustee. Where further investigation is required to inform consideration of disciplinary action the DSL and the school Trustees should discuss who will undertake that with the LADO. The investigating officer should aim to provide a report to the employer within 10 working days.

## 7 Definitions

The following definitions should be used when determining the outcome of allegation investigations:

1. **Substantiated:** there is sufficient identifiable evidence to prove the allegation;
2. **False:** there is sufficient evidence to disprove the allegation;
3. **Malicious:** there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false;
4. **Unfounded:** there is no evidence or proper basis which supports the allegation being made. It might also indicate that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively they may not have been aware of all the circumstances;
- 5 **Unsubstantiated:** this is not the same as a false allegation. It means that there is insufficient evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

## 8 Subsequent Action

On receipt of the report of the disciplinary investigation, the DSL and the School Trustees should consult the LADO, and decide whether a disciplinary hearing is needed within two working days. If a hearing is needed it should be held within 15 working days. In any case in which children's social care has undertaken enquiries to determine whether the child or children are in need of protection, the school Trustees and Chair of trustees should take account of any relevant information obtained in the course of those enquiries when considering disciplinary action.

The LADO should continue to liaise with the school to monitor progress of the case and provide advice or support when required or requested.

## **9 Case Subject To Police Investigation**

If the police and/or Crown Prosecution Service decide not to charge the individual with an offence, or decide to administer a caution, or the person is acquitted by a Court, the police should wherever possible aim to pass all information they have which may be relevant to a disciplinary case to the Principal within three working days of the decision.

In those circumstances the Principal and the LADO should proceed as described above. In any case in which children's social care has undertaken enquiries to determine whether the child or children are in need of protection, any information obtained in the course of those enquiries which is relevant to a disciplinary case should also be passed to the school and the Principal should request this information.

## **10 Supporting Those Involved**

Employers have a duty of care to their employees. They should act to manage and minimise the stress inherent in the allegations process. Support for the individual is key to fulfilling this duty. Individuals should be informed of concerns or allegations as soon as possible and given an explanation of the likely course of action, unless there is an objection by the children's social care services or the police. The person who is the subject of the allegation should be kept informed of the progress of the case and consideration should be given to what other support is appropriate for the individual. Particular care needs to be taken when employees are suspended to ensure that they are kept informed of both the progress of their case and current work-related issues. Social contact with colleagues and friends should not be prevented unless there is evidence to suggest that such contact is likely to be prejudicial to the gathering and presentation of evidence.

Parents or carers of a child or children involved should be told about the allegation as soon as possible if they do not already know of it. However, where a strategy discussion is required, or police or children's social care services need to be involved, the case manager should not do so until those agencies have been consulted and have agreed what information can be disclosed to the parents or carers. Parent or carers should also be kept informed about the progress of the case, and told the outcome where there is not a criminal prosecution, including the outcome of any disciplinary process. The deliberations of a disciplinary hearing, and the information taken into account in reaching a decision, cannot normally be disclosed, but the parents or carers of the child should be told the outcome in confidence. Parents and carers should also be made aware of the prohibition on reporting or publishing allegations about teachers in section 141F of the Education Act 2002.

If parents or carers wish to apply to the court to have reporting restrictions removed, they should be told to seek legal advice. In cases where a child may have suffered significant harm, or there may be a criminal prosecution, children's social care services, or the police as appropriate, should consider what support the child or children involved may need.

## **11 Resignations and Compromise Agreements**

If the accused person resigns, or ceases to provide their services, this should not prevent an allegation being followed up in accordance with this 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 children, including any in which the person concerned refuses to cooperate with the process.

Wherever possible the accused should be given a full opportunity to answer the allegation and make representations about it. But the process of recording the allegation and any supporting evidence, and reaching a judgement about whether it can be substantiated on the basis of all the information available, should continue even if that cannot be done or the accused does not cooperate.

It may be difficult to reach a conclusion in those circumstances, and it may not be possible to apply any disciplinary sanctions if a person's period of notice expires before the process is complete, but it is important to reach and record a conclusion wherever possible. So-called 'compromise agreements', by which a person agrees to resign if the employer agrees not to pursue disciplinary action, and both parties agree a form of words to be used in any future reference, should not be used in these cases.

Such an agreement will not prevent a thorough police investigation where that is appropriate. Nor can it override the statutory duty to make a referral to the Disclosure and Barring Service where circumstances require that.

## 12 Record Keeping

Details of allegations that are found to have been malicious should be removed from personnel records. However, for all other allegations, it is important that a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken and decisions reached, is kept on the confidential personnel file of the accused, and a copy provided to the person concerned. The purpose of the record is to enable accurate information to be given in response to any future request for a reference, where appropriate. It will provide clarification in cases where future DBS disclosures reveal information from the police about an allegation that did not result in a criminal conviction and it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time.

The record should be retained at least until the accused has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer. The Information Commissioner has published guidance on employment records in its Employment Practices Code and supplementary guidance, which provides some practical advice on employment retention.

## 13 References

Cases in which an allegation was proven to be false, unsubstantiated, unfounded or malicious should not be included in employer references. A history of repeated concerns or allegations which have all been found to be unsubstantiated, malicious etc. should also not be included in any reference.

## Appendix 1 Safeguarding Team at Andalusia Academy







**Safeguarding Team at Andalusia Academy**

<b>Staff member</b>	<b>Safeguarding Role</b>	<b>Contact details</b>	<b>Key Safeguarding Responsibilities</b>
<b>Rebecca Chowdhury</b>	<b>Designated Safeguarding Lead</b>	rebecca.chowdhury@bist.org.uk	<b>Medical Emotional &amp; mental health</b>
<b>Rashida Hartley</b>	<b>Deputy Designated Safeguarding Lead</b>	Rashida.hartley@bist.org.uk	<b>Physical CSE FGM</b>
<b>Shahnaz Maqsood</b>	<b>Principal / Safeguarding Team</b>	Principal@bist.org.uk	<b>Overall</b>
<b>Sabahat Choudry</b>	<b>Safeguarding Team</b>	sabahat.choudry@bist.org.uk	<b>Domestic Violence Neglect</b>
<b>Karen Macdonald</b>	<b>Safeguarding Team</b>	Karen.mcdonald@andalusiaacademy.org	<b>Prevent E-safety</b>
<b>Andrew George</b>	<b>Safeguarding Governor</b>	andrew.george@avonandsomerset.police.uk	<b>Governor responsible for Safeguarding at Andalusia Academy</b>



## Appendix 2 Key Contacts

- 1) Local Authority Designated Officer (LADO): **Nicola Laird**  
Tel: 0117 903 7795  
Mob: 07795 091020  
Fax: 0117 9037153
- 2) Designated Senior Manager In Bristol City Council Children and Young Peoples Service the Designated Senior Managers for each area are:
- 3) Principal: **Shahnaz Maqsood** (or where the allegation concerns the Principal, the Chair of Trustees: **Ghassan Nounu**)
- 4) Foster Carers and Residential Workers: **Karen Gazzard**
- 5) Social Workers/Family Support Services: **Anne Farmer**
- 6) Early Years: **Sally Jaekle**
- 7) Youth and Play: **Gary Davies**



## Appendix 3 Allegations of Abuse Form

**Allegations of abuse made against a person who works with children**



**Bristol Safeguarding  
Children Board**

making safeguarding everybody's business

This form is to be completed on all occasions when an allegation is made against a member of staff, volunteer or carer.

**PLEASE EMAIL TO:**

1. [childprotection@bristol.gov.uk](mailto:childprotection@bristol.gov.uk) (INTERNAL)  
**OR**
2. [child.protection@cyps.cjsm.net](mailto:child.protection@cyps.cjsm.net) (EXTERNAL AGENCIES WITH A COMPATIBLE SECURE EMAIL)

Alternatively, password protect the form and email to: [childprotection@bristol.gov.uk](mailto:childprotection@bristol.gov.uk)

<u>Details of member of alleged perpetrator involved in incident</u>			
<b>Full Name:</b>		<b>D.O.B:</b>	
<b>Post Held:</b>			
<b>Home Address:</b>			
<u>Details of pupil(s) / Child(ren) involved in incident</u>			
<b>Full Name:</b>		<b>D.O.B</b>	
<b>Home Address:</b>			
<b>Name of Parent:</b>			
<b>Lead Professional contact details:</b>			
<u>Details of alleged incident</u>			
<b>Date and Time of Incident:</b>		<b>Location of Incident:</b>	



<b>Brief circumstances of incident including potential witnesses, any precipitating factors, injuries sustained (if applicable) and details of any previous incidents</b>							
<b>Signed</b>		<b>Name</b>		<b>Contact</b>		<b>Date</b>	
<b>DSM signature</b>						<b>Date</b>	
<b>(DSM must send to LADO within 1 working day of receiving allegation)</b>							
<b>Discussion(s), decisions reached and action taken (within 3 working days from initial discussion, within 10 working days for further investigation or within 15 for disciplinary hearing)</b>							
Refer to attachment							
Strategy Meeting held:					Police BSCU informed:		
Date(s) child's parent informed of the a) allegation, b) outcome:					a) parent informed		b)parent informed
Date(s) staff/volunteer/carer or informed of the a) allegation, b) outcome:					a)staff informed		b)staff informed
Date OFSTED informed:		Signed Service Manager S&QA:			Date:		

**Copies to: Service Manager Safeguarding and Quality Assurance, Designated Senior Manager (DSM), Copy retained in referrers records, key professionals (please identify), OFSTED**