Allegations against staff policy

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Introduction

This policy has been developed in accordance with the Running Deer Safeguarding Policy, which states that we recognise that all adults, including temporary staff and volunteers, have a full and active part to play in protecting our students from harm, and that the child's welfare is our paramount concern.

This policy draws directly from the principles established by the Children Acts 1989 and 2004 and related national guidance (UK), including the Keeping Children Safe in Education (2024) guidance. This policy is not contractual, does not form part of any employee's contract of employment and we may amend it at any time; however, employees must follow it.

All staff believe that our School and Intervention Services should provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of each individual student.

Running Deer takes seriously its responsibility, under section 175 of the Education Act 2002, normally followed by schools, to safeguard and promote the welfare of our students. We will work together with other agencies, where necessary, to ensure adequate arrangements within our school to identify, assess, and support those who are suffering harm.

Running Deer recognises that it is possible for staff and contractors to behave in a way that might cause harm to the students and takes seriously any allegation received. Such allegations should be referred immediately to the DSL (and/or DDSL) to agree further action to be taken in respect of the student and staff member.

All staff should take care not to place themselves in a vulnerable position with a child. We understand that a student may make an allegation against a member of staff. If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the member of staff receiving the allegation, or aware of the information, will immediately inform the Head of School/Director of Intervention Services and DSL (or the Managing Director where an allegation is against the Head of School/Director of Intervention Services). If the allegation made to a member of staff concerns the Head of School/Director of Intervention Services, the person receiving the allegation will immediately inform the Managing Director and DSL who will consult as identified above, without notifying the Head of School/Director of Intervention Services first.

Suspension of the member of staff against whom an allegation has been made needs careful consideration, and the Head of School/Director of Intervention Services will seek the advice of the DSL and Managing Director, and any necessary external agencies or government bodies in making this decision.

In the event of an allegation against the Head of School/Director of Intervention Services, the decision to suspend will be made by the Managing Director with advice as above.

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Key Contacts

Running Deer School

Director of Education: Nick Hurst
Head of School: Geraldine Carter

Designated Safeguarding Lead - Running Deer School: Geraldine Carter
Deputy DSL: Claire Kennard

Running Deer Interventions Services

Director of Intervention Services: Adam Baxter

Designated Safeguarding Lead - Running Deer Interventions Service: Adam Baxter
Deputy DSL: Rachael Knight

Running Deer C.I.C (Proprietor)

Designated Safeguarding Lead: Jo Winterburn

LOCAL AUTHORITY DESIGNATED OFFICER (LADO) CONTACT DETAILS FOR COUNCILS.

Devon County Council:

The **LADO** telephone line 01392 384964 or email childsc.localauthoritydesignatedofficersecure-mailbox@devon.gov.uk for a LADO contact form.

To complete a referral form:
https://services.devon.gov.uk/web/lado/form

Dorset Council:

For LADO enquiries contact the Designated Officers: Lynne Bowman, Martha Sharp or Laura Tulk
lado@dorsetcouncil.gov.uk | 01305 221122

To complete a referral form:
https://forms.office.com/Pages/ResponsePage.aspx?id=Nd9OCtLwl06Y9rCQC06h5mJpccnWqHpEloVyrRAkysJUMjk5V0RMUDk0QzlYRjBKRUlORURXTDlRTyQlQCN0PWcu

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Torbay Council:

The LADO for Torbay Council is Ivan Sullivan
To talk to a Local Authority Designated Officer, please call 01803 208541 or email cpunit@torbay.gov.uk

To Complete a form referral:
http://www.torbaysafeguarding.org.uk/professionals/managing-allegations/

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Section 1: allegations that may meet the harms threshold

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/Intervention Service

Running Deer will deal with any allegation of abuse quickly, in a fair and consistent way that provides effective child protection whilst supporting the individual who is the subject of the allegation.

A 'case manager' will lead any investigation. This will be the Designated Safeguarding Lead and Head of School/Director of Intervention Services, or the Managing Director where the Head of School/Director of Intervention Services is the subject of the allegation. Where necessary, the Company will use an outside consultant to ensure impartiality. 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

Suspension of the perpetrator will be considered in cases where there is reason to suspect that a child or other children is/are at risk of harm. In such cases, we will suspend an individual if we have considered all other options available and there is no reasonable alternative. The Company may suspend an employee on full pay.

Suspension is not a disciplinary penalty and carries no implication of guilt. Whilst on suspension an employee must be available for work or meetings as required during normal working hours. During a period of suspension passwords will be barred and if the employee has access to the computer system it will be denied.

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

- Redeployment within the school/Intervention Service so that the individual does not have direct contact with the child or children concerned
- Providing an alternative staff member to be present when the individual has contact with children
- Redeploying the individual to alternative work within in the school/Intervention Service so that they do not have unsupervised contact with children
- Moving the child or children so they will not come into contact with the individual, making it clear that this is not a punishment, and parents, carers or mentors have been consulted

If in doubt, the case manager will seek views from appropriate authorities / bodies within the relevant country, as well as the police and children's social care where they have been involved.

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If immediate suspension is considered necessary, the case manager should record the rationale and justification for such a course of action. This should also include what alternatives to suspension have been considered and why they were rejected.

The case manager should consider the potential permanent professional reputational damage to employees that can result from suspension where an allegation is later found to be unfounded, unsubstantiated, malicious, or false.

Definitions for outcomes of allegation investigations

Victim: although not everyone who has been subjected to abuse considers themselves a victim or would want to be described in this way, we may use this term in policies to describe a child who may have been harmed
Perpetrator: this terminology is used because it is widely understood; as above, we understand the need for careful use of language when speaking to parties involved in an allegation or investigation

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 conduct a thorough investigation, which may result in formal disciplinary action.

During the investigation, the case manager will take the following steps:

- Conduct basic enquiries 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 designated officer at the child's local authority. 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 the police and/or children's social care services. (The case manager may, on occasion, consider it necessary to involve the police before consulting the designated officer – for example, if the accused individual is deemed to be an immediate risk to children or there is evidence of a possible criminal offence. In such cases, the case manager will notify the designated officer 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 designated officer (and the police or children's social care services, where necessary). Where the police and/or children's social care services are

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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 alternative arrangements such as those outlined above should be put in place for the accused individual
- Where the case manager is concerned about the welfare of other children in the school/Intervention Service community or the individual's family, they will discuss these concerns with the Designated Safeguarding Lead and make a risk assessment of the situation. If necessary, the Designated Safeguarding Lead 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. 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 school 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, this decision will be recorded and the justification for it and agree with the designated officer what information will 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, further steps will be taken in line with the below disciplinary procedure to initiate the appropriate action in school/the Intervention Service and/or liaise with the police and/ or children's social care services as needed.

At all stages of the formal disciplinary procedure, you will:

- be given a right of reply to all and any allegations made against you BEFORE any decision or disciplinary action is taken
- be advised of the nature of any disciplinary action taken against you and the consequences of such action
- be advised of any improvement in conduct or performance required and over what period
- be accompanied by a support person to any disciplinary meeting as described above if so desired.

Disciplinary meetings will be conducted by your case manager.

At the meeting, you will be given the opportunity to respond and to put forward any defence or arguments you want. You may ask questions, present evidence, and call witnesses.

You must take all reasonable steps to attend the meeting. Where you are unable to attend more than one meeting the Company may, in certain circumstances, hold the meeting in your absence and make their decision based on the evidence available to them at the time.

Depending on the severity of the offence and considering all the circumstances the disciplinary action may take any one of the following forms. It is possible for serious matters that several stages in this procedure may be skipped.

Stage 1 – Informal Counselling
Low-level issues may be dealt with informally through informal counselling and training. However, in cases where informal discussion with the employee does not lead to an improvement in conduct or where the matter is considered to be too serious to be classed as minor, the following disciplinary procedure will be used. At all stages of the procedure, an investigation will be carried out.

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Stage 2 - Verbal Warning
A verbal warning will be issued if improvement does not result following informal counselling or for more serious breaches. You will be told of steps you must take to improve your conduct and if appropriate the time limit for improvement. This will be confirmed in writing and recorded on your file.

Stage 3 - Written Warning
For more serious matters or where you have failed to meet the required standards after having been given a verbal warning, you may be given a written warning. This will state the nature of the complaint, the required standards that must be met and where appropriate a time limit for improvement. It will also state that further disciplinary action will be followed if the required standards are not met.

Stage 4 - Final Written Warning

For serious matters or where you have failed to reach the required standards after being warned you may be given a final written warning. This will state the nature of the complaint, the required standards to be met and where appropriate a time limit for improvement. It will also state that you will be dismissed if the standards are not met or if there is further misconduct. One copy of which will be retained by you, and one placed on your file normally for a maximum of 12 months.

Stage 5 – Termination of Employment
Where there has been Gross Misconduct (in which case the first 4 stages may be omitted) or where you have failed to meet the required standards after due warnings have been given to you, you may be dismissed. In extenuating circumstances, we may apply another sanction such as disciplinary transfer, disciplinary suspension without pay or demotion. This will be confirmed in writing. In case of gross misconduct, the dismissal will normally be without notice (or pay in lieu of notice).

All substantiated allegations of misconduct which breach safeguarding and child protection policies are considered gross misconduct and as such may be considered so serious that the employee may be liable for instant dismissal.

Throughout the investigation and disciplinary, Running Deer will ensure to:

- Provide effective support for the individuals involved, as outlined in the subsection below
- Inform the parents, carers or mentors of the child/children 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, carers or mentors of the requirement to maintain confidentiality about any allegations made against staff (where this applies) while investigations are ongoing. Any parent, carer or mentor who wishes to have the confidentiality restrictions removed in respect of a teacher will be advised to seek legal advice
- Keep the parents, carers or mentors of the child/children 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 (or equivalent) where it is thought that the individual facing the allegation or concern has engaged in conduct that harmed or is likely to harm a child, or if the individual otherwise poses a risk of harm to a child

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- If the school/Intervention Service is made aware that an interim prohibition order is sanctioned 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/Intervention Service 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 school's disciplinary process, should this be required at a later point

Supporting Those Involved

At Running Deer, we strive to uphold our duty of care towards students and staff at all times. When an allegation is raised, students and staff should be treated with respect and support at all stages of the investigation.

This will be achieved by:

- Offering effective wellbeing support and / or counselling to the victim(s) in the first instance, for example by working with the local authority Inclusion Team whilst maintaining a level of confidentiality, as appropriate
- Seeking wellbeing support by liaising with the family and local services of the victim, as appropriate
- Providing 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.

Examples of support may include referring to an Employee Assistance Program, seeking legal advice or any other appropriate action.

Additional considerations for all contracted staff

If there are concerns or an allegation is made against someone not directly employed by the school/Intervention Service, such as a guest or contracted external staff member, 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 the relevant local authority to determine a suitable outcome

We will involve the employer of the accused staff member fully, but the school/Intervention Service will take the lead in collecting the necessary information and providing it to the relevant local authority, as required We will address issues such as information sharing, to ensure any previous concerns or allegations known to the employer of the accused staff member are taken into account (we will do this, for example, as part of the allegations management meeting or by liaising directly with the employer where necessary)

When using an agency or external employer, we will inform them of our process for managing allegations, and keep them updated about our policies as necessary, inviting the agency's HR manager or equivalent to meetings as appropriate.

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Timescales

We will deal with any allegation as quickly and effectively as possible and will endeavour to comply with the following timescales, where reasonably practicable. The following times may be approximations taking into account weekends and school holidays. Where the following times cannot be adhered to, we will inform the relevant parties.

Any cases where it is clear immediately that the allegation is unsubstantiated or malicious should be resolved within 10 working days

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 relevant local authority's designated officer 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/Intervention Service 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 / PVG for consideration of whether inclusion on the barred lists is required. In line with advice from the Department for Education, Running Deer will not use settlement agreements where there are allegations that indicate the person is a risk or poses a risk of harm to children or deemed not suitable to work with children. Such an agreement will not prevent a thorough police and/or school/Intervention Service investigation where that is appropriate.
If the individual concerned is a member of teaching staff, the school will consider whether to refer the matter to the Teaching Regulation Agency to prohibit 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 child or children who made the allegation, if they are still attending the school/Intervention Service.

Unsubstantiated, unfounded, false or malicious reports

If a report is:

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- Determined to be unsubstantiated, unfounded, false or malicious, the DSL will consider the appropriate next steps. If they consider that the child 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/Intervention Service will consider whether any disciplinary action is appropriate against the individual(s) who made the report

Unsubstantiated, unfounded, false or malicious allegations

If an allegation is:

- Determined to be unsubstantiated, unfounded, false or malicious, the relevant local authority and case manager will consider the appropriate next steps. If they consider that the child and/or person who made the allegation is in need of help, a referral to children's social care may be appropriate
- Shown to be deliberately invented, or malicious, the school/Intervention Service will consider whether any disciplinary action is appropriate against the individual(s) who made the allegation

Confidentiality and information sharing

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

The case manager will take advice from the relevant local authority, police and children's social care services, as appropriate, to agree:

- Who needs to know about the allegation and which information should be shared
- How to manage speculation, leaks and gossip, including how to make parents, carers or mentors of a child/children 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 / 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.

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

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- 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/Intervention Service will provide a copy to the individual, in agreement with the relevant local 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) or relevant international equivalent, 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, whether the allegations are found to be substantiated or not, the case manager and / or DSL and / or Managing Director will review the circumstances of the case (with the relevant local authority's designated officer, where allegations are substantiated) to determine whether there are any improvements that we can make to the school's procedures or practice to help prevent similar events in the future.

This will include consideration of (as applicable):

- Any 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
- How future investigations of a similar nature should be carried out

For all cases, the case manager will consider the facts and determine whether any improvements can be made. For example, where a false allegation has been made, risk assessments and risk management could focus on preventing circumstances that put staff members at risk of vulnerability.

Non-recent allegations

Abuse can always be reported, no matter how long ago it happened.
We will report any non-recent allegations made by a child to their local authority.
Where an adult makes an allegation to the school/Intervention Service that they were abused as a child, we will advise the individual to report the allegation to the police and offer appropriate support from HR.

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Section 2: concerns that do not meet the harm threshold

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

- Concerns may arise through, for example:
  Suspicion
- Specific or non-specific complaint
- Disclosure made by a child, parent., carer, mentor or other adult within or outside the school/Intervention Service
- 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 children.

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/Intervention Service may have acted in a way that:

- Is inconsistent with Running Deer's professional 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

Low-level concerns are part of a spectrum of behaviour. This includes:

- inadvertent or thoughtless behaviour
- behaviour that might be considered inappropriate depending on the circumstances
- behaviour which is intended to enable abuse.

Examples of such behaviour could include, but are not limited to:

- Being overly friendly with children
- Displaying favouritism
- Using children's photographs, recordings or any other information for use not approved by the family or Running Deer
- Engaging with a child on a one-to-one basis outside of the school's learning management system, or via video conference (e.g. Teams or Zoom) without recording the session
- 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 quickly and appropriately. Running Deer create this culture by:

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- 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, either to the DSL
- Maintaining an open door policy with Heads of School/Intervention Service to ensure staff are welcomed to discuss concerns at any time
- Empowering staff to self-refer
- Addressing unprofessional behaviour and supporting the individual to correct such behaviours at an early stage
- Providing a responsive, sensitive and proportionate handling of concerns when they are raised
- Proactively working to identify any weakness in the school/Intervention Service's safeguarding system

Responding to low-level concerns

If the concern is raised via a third party, the DSL 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 DSL will use the information collected to categorise the type of behaviour and determine any further action, in line with Running Deer's code of conduct. Where appropriate, a Performance Improvement Plan will be implemented.

The DSL may be required to liaise with the Head of School/Director of Intervention Services and/or Managing Director, to decide on any further action, where allegations do not involve the Head of School/Director of Intervention Services and/or Managing Director.

Record keeping

All low-level concerns will be documented. 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 Data (Use and Access) Act 2025, 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 policy), we will refer it to the designated officer at the relevant local authority
- Retained at least until the individual ceases employment at the school/Intervention Service

Where a low-level concern relates to an external staff member, we will notify the individual's employer, so that any potential patterns of inappropriate behaviour can be identified.

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Allegation Against Staff - Action Checklist

IMMEDIATE ACTIONS (Same Day)

Step 1: Receive the Allegation

- ☐ Listen to the person making the allegation without interrupting
- ☐ Remain calm and not overreact or act shocked
- ☐ Take what is being disclosed seriously
- ☐ Ask open questions and avoid leading

Step 2: Document the Allegation

- ☐ Write up the conversation as soon as possible in the child's own words
- ☐ Sign and date the record, print your name
- ☐ Detail where the disclosure was made and who else was present
- ☐ Record the time and date of the allegation
- ☐ Note any physical signs or injuries observed

Step 3: Identify the Case Manager

- ☐ If allegation is about a staff member: inform the Head of School
- ☐ If allegation is about the Head of School/Director: inform the Managing Director and DSL without notifying the Head of School/Director first
- ☐ Case manager will be the DSL and Head of School/Director of Intervention Services, or the Managing Director where the Head of School/Director is the subject

WITHIN 24 HOURS

Step 4: Assess the Allegation Type

Does the allegation meet the harms threshold?

The allegation states that the staff member 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
- ☐ Behaved towards a child in a way that indicates they may pose a risk of harm to children
- ☐ Behaved in a way that indicates they may not be suitable to work with children (including behaviour outside school)

OR is it a low-level concern?

- ☐ Inconsistent with the professional code of conduct, including inappropriate conduct outside of work

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- ☐ Does not meet the allegations threshold or is not serious enough to refer to LADO

Step 5: Contact the LADO (if harms threshold met)

- ☐ Conduct basic enquiries to establish facts before contacting LADO
- ☐ Discuss the allegation with the designated officer at the local authority
- ☐ Consider the nature, content and context of the allegation
- ☐ Agree a course of action including whether further enquiries are necessary
- ☐ Determine whether it's necessary to involve police and/or children's social care

LADO Contact Details:

- **Devon:** 01392 384964 or childsc.localauthoritydesignatedofficersecuremailbox@devon.gov.uk
- **Dorset:** lado@dorsetcouncil.gov.uk | 01305 221122
- **Torbay:** 01803 208541 or cpunit@torbay.gov.uk

Step 7: Inform the Accused Staff Member

- ☐ Inform the accused individual of the concerns or allegations as soon as possible after speaking to LADO
- ☐ Only share information that has been agreed with police/children's social care (where involved)
- ☐ Provide the individual with a right of reply to all allegations BEFORE any decision or action is taken

At this stage refer to policies for full guidance.

For Low-Level Concerns

- ☐ DSL collects evidence by speaking to person who raised concern
- ☐ Speak to individual involved and any witnesses
- ☐ Use information to categorise behaviour and determine further action
- ☐ Implement Performance Improvement Plan where appropriate
- ☐ Document all low-level concerns including context, action taken and rationale
- ☐ Review records to identify patterns of concerning behaviour
- ☐ If external staff member, notify their employer
-

For Non-Recent Allegations:

- ☐ Report any non-recent allegations made by a child to local authority
- ☐ If adult alleges they were abused as child, advise them to report to police
- ☐ Offer appropriate support from HR

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KEY CONTACTS QUICK REFERENCE

Running Deer School:

- DSL: Geraldine Carter - 01647 400201
- Director of Education: Nick Hurst
- Managing director: Jo Winterburn

Running Deer Intervention Services:

- DSL: Adam Baxter
- Managing director: Jo Winterburn

Running Deer C.I.C:

- DSL: Jo Winterburn

Emergency Services:

- Emergency (immediate danger): 999
- Police non-emergency: 101

Front Door (MASH) - Devon:

- 0345 155 1071
- Front Doorsecure@devon.gcsx.gov.uk

Out of Hours:

- 0345 600 0388

Unrestricted. This record may be shared outside the organisation.