

## SAFEGUARDING POLICY WHEN DEALING WITH AN ALLEGATION

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Policy Review Date	27/06/2025
Review Cycle	At least annually
Policy Author	Romilly Wakeling

**Designated Safeguarding Lead** – Romily Wakeling

**Deputy Designated Safeguarding Lead** – Leah Baker

Consultant to refer the allegation straight away to the Designated and Deputy Safeguarding Leads. Ensure call log is made against the correct school contact. Advise the school that this will be referred to and dealt with by the DSL.

Consultant unable to discuss the allegation with the school or candidate. No information is to be given to the consultant by the DSL regarding the investigation apart from the outcome on completion of the investigation.

DSL to contact the school's designated safeguarding lead (or headteacher) straight away to take a verbal account of the allegation. This is to be followed up with the safeguarding allegation review form.

Check with the school if the allegation has been reported to the LADO, if they are taking any further investigation within the school or if they are happy for us to investigate. Depending on the nature of the allegation, Dunbar is to contact the LADO if the school has not done so within 24 hours.

Set candidate to under investigation on Edun, no further work to be offered to the candidate whilst under investigation and to be taken out of any current and future bookings.

Speak to the candidate to make them aware of the allegation and to take a verbal account. The candidate will then need to email a written statement.

Important to check on candidate wellbeing throughout the investigation whilst still remaining neutral.

Romilly Wakeling or Leah Baker to complete investigation and conclude as per LADO outcomes;

- Substantiated — there is sufficient identifiable evidence to prove the allegation.
- False — there is sufficient evidence to disprove the allegation.
- Malicious — there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false.

- 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.
- 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.

School / candidate to be made aware of outcome.

All records to be kept.

If outcome is substantiated, this must be kept on candidate record and shown on any references.

### **How to manage a safeguarding concern**

There could be times when the consultant/a member of staff could have safeguarding concerns themselves.

- If you are concerned about the operations/culture/code of conduct of the school - this would need to be reported to OFSTED.
- If you are concerned there is harm coming from a professional, this needs to be reported to the LADO.
- If you are concerned there is a risk to a child or an adult, this needs to be reported to Social Services.

Please report to Dunbar Education's **Designated Safeguarding Lead** or **Deputy Designated Safeguarding Lead**.

### **Information Sharing in Safeguarding cases**

- Safeguarding cases are highly confidential.
- The DSL cannot share information with consultant due to GDPR.
- The DSL can ask the LADO what you can tell staff.