

Policy Date: 28/06/2024
 Policy Review Date: 03/09/2025
 Next Review Date: August 2026

Designated Safeguarding Lead – Jenna Owen
Deputy Safeguarding Lead – Maddie Lewis

Safeguarding Allegations and Misconduct Policy

For misconduct claims, an internal review will need to be completed by the consultant, Senior Leadership Team or DSL. Statements and context must be gathered, which may involve contacting the candidate directly. An outcome will then be decided:

- No action
- Verbal / formal warning
- Removal from future placements
- Referral to safeguarding pathway

For safeguarding allegations, the safeguarding pathway must be followed. Consultant to refer the allegation and/or misconduct claim straight away to the DSL. Advise the school that this will be referred to and dealt with by the DSL.

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

The DSL is to contact the school's designated safeguarding lead (or headteacher) straight away after being informed of the issue, 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, to see 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 status to 'Under investigation' on CRM platform, and no further work is to be offered to the candidate whilst under investigation. The candidate must be taken out of any current and future bookings whilst under investigation.

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.

It is important to check in on the candidate and their wellbeing, throughout the investigation, whilst still remaining mutual.

Jenna or Maddie 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 to support 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.

The school and/or candidate is to then be made aware of the outcome.

All records to be kept.

If the outcome is substantiated, this must be kept on the candidate's 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 that there is harm coming from a professional, this needs to be reported to the LADO.
- If you are concerned that there is a risk to a child or an adult, this needs to be reported to Social Services.

Please report to Dunbar's **Designated Safeguarding Lead**.

Information Sharing in Safeguarding and Misconduct cases:

- All safeguarding and misconduct cases are highly confidential.
- The DSL cannot share information with the consultant due to GDPR.
- The DSL can ask the LADO what you can tell the consultant, employee and school.