



Safer Working Practice Policy

The school acknowledges the need to provide comprehensive advice on appropriate and safe behaviours for all adults working with children at the school in paid or unpaid capacities. All staff and volunteers therefore, are required to continually monitor and review their practice and ensure they follow the guidance contained in the following DfE document; *Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings*. All employees and volunteers are reminded annually of its contents and it is the expectation of the school that staff will follow this guidance in their day-to-day practice.

Managing Allegations Against Staff

If an allegation of abuse is made against a member of staff, the Government's Allegations Management Procedures (from Working Together 2013) must be implemented. The South West have adopted the processes laid out in the 2010 version which can be found on the GSCB website on the South West Procedures Link <http://www.online-procedures.co.uk/swcpp/>.

The Designated Lead (Alison Thomas) will immediately contact the Local Authority Designated Officer for Allegations (LADO) Jane Bee on 01452 426994 for an Initial Discussion. **It is NOT the responsibility of the DSL to oversee the Allegations Management process.**

If necessary, the Head teacher, Local Authority Designated Officer, Social Worker representatives of the Safeguarding Children Service, HR and Police will then convene a multi-agency Allegations Management Meeting urgently to plan any further appropriate action. **The setting should NOT carry out an investigation until this meeting has taken place in case the allegation meets the criminal threshold.**

To ensure that staff keep themselves safe and to minimise the risk of allegations of abuse with regards to restraint of pupils, please see Guidance for Safer Working Practice.

<http://www.gscb.org.uk/article/113294/Gloucestershire-procedures-and-protocols>

Early Years professionals must refer to the Early Years Foundation Stage: <https://www.gov.uk/government/policies/improving-the-quality-and-range-of-education-and-childcare-from-birth-to-5-years/supporting-pages/early-years-foundation-stage>

If the complaint has been made against the Headteacher, the Designated Safeguarding Trustee, Jane Sparling or Chair of Governors, Professor Carol Rutter should be notified, who in turn should **immediately** contact the Local



**DORMER
HOUSE
SCHOOL**

Authority Designated Officer for Allegations (LADO) Jane Bee on 01452 426994.

Care should be taken to ensure that other staff and governors are only informed if necessary as it is important to ensure enough governors are able to participate in a disciplinary process should this be required.

This policy is monitored by the Headteacher and the Trustees and will be reviewed annually.

Signed

Date: