Date of last review: 29/09/2025
Date of next review: Nov-26

DEALING WITH ALLEGATIONS OF ABUSE AGAINST STAFF

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1. Policy Statement

Kingdom Christian School is committed to providing the highest level of care for both pupils and staff. It is extremely important that any allegations of abuse against a teacher, any other member of staff, or volunteer in our School are dealt with thoroughly and efficiently, maintaining the highest level of protection for the child whilst also giving support to the person, who is the subject of the allegation. Our policy is in line with statutory guidance from the Department of Education set out in the following documents:

- *Working Together to Safeguard Children (2026)*
- *Keeping Children Safe in Education (2026)*

2. Policy Aims

This policy is designed to ensure that all staff, children and parents or carers are aware of the procedure for the investigation of allegations of abuse in order that all complaints are dealt with consistently, and as efficiently as possible.

Allegations will be reported to the Headteacher immediately or, where the Headteacher is the subject of concern, to the Designated Safeguarding Lead, Chair of Governors or Safeguarding Governor.

The DSL is:	**Mark Ozenbrook (Co-headteacher)**
Deputy DSLs are:	**Shani Ozenbrook (Co-headteacher)** **Rebecca Jennings (Deputy Headteacher)**
The Chair of Governors is:	**Stephanie McCubbin**
Safeguarding Governor is:	**Stephanie McCubbin**

All allegations will be taken seriously and investigated immediately.

This policy only applies to adults currently working at Kingdom Christian School. Allegations concerning someone who is no longer at the school will be reported directly to the police.

3. Purpose

The procedure for dealing with allegations against staff depends on the situation and circumstances surrounding the allegation. This policy aims to strike a balance between the need to protect children from abuse and the need to protect staff and volunteers from false or unfounded allegations. It must be followed when dealing with allegations but may be adapted to each case. This policy will be used alongside the school's **Complaints Policy** and **Safeguarding and Child Protection Policy.**

This policy will be used in any case where it is suspected or alleged that a member of staff, a teacher or a volunteer at the school 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; or
- behaved towards a child or children in a way that indicates he or she will pose a risk of harm if they work regularly or closely with children

Our **Safeguarding and Child Protection Policy** outlines what it means by "to harm a child". Cases which are not covered by the above will be dealt with under the staff disciplinary arrangements.

4. Timescale

It is imperative that allegations against staff are dealt with as efficiently as possible to:

- Minimise the risk to the child
- Minimise the impact on the child's academic progress
- Ensure a fair and thorough investigation for all parties

To enable this to happen, all staff, parents, and children should be aware of the procedures set out in this policy.

5. Procedure

The procedure for managing allegations of abuse against teachers and other staff follows statutory guidance set out in Keeping Children Safe in Education (2026).

Reporting an Allegation

All concerns of poor practice or possible child abuse by staff should be reported **immediately** to the Headteacher, or in their absence the Designated Safeguarding Lead.

Complaints about the Headteacher should be reported to the Chair of Governors who will then contact the Local Authority Designated Officer (LADO) for further advice.

Staff who are concerned about the conduct of a colleague towards a pupil are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation, and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of the child is paramount and must report their concerns immediately.

The Local Authority Designated Officer (LADO) should be immediately informed of all allegations that come to the school's attention and appear to meet the criteria so they can consult police and children's social care services as appropriate.

The LADO and the Headteacher will discuss the nature, content and context of the allegation and agree a course of action to decide whether:

- no further actions are needed
- a strategy discussion should take place
- there should be immediate involvement of the police or social care

The school will share available information with the LADO about the allegation, the child, and the person against whom the allegation has been made. The LADO will consider whether a police investigation or a strategy discussion is

needed. Other agencies may be invited into the discussion and could include representatives from Health, Social Care or Police.

Investigation

An investigation into the allegations is normally carried out by Children's Social Services. This will be agreed at the initial evaluation stage. Where the School is not conducting the investigation, it will cooperate with investigative agencies.

Internal investigations must be second to any safeguarding investigation and may need to be delayed until the external investigation is complete.

Supporting Those Involved

- **The person(s) who makes the allegation and their parents/carers:**

Parents and carers will be notified by the Headteacher if their child makes or is involved in an allegation against staff if they do not already know. However, if the Police or Social Services are to be involved, they will be contacted first and will advise as to what information may or may not be disclosed to the parents. Parents and carers will be made aware of any progress in the investigation, and where there is no criminal prosecution, the outcome will be explained to them. This may be a disciplinary outcome. During a disciplinary hearing the deliberations and information used for making decisions are usually confidential, but parents will be told the outcome. 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 2011. Social Services and the Police may be involved, depending on the severity of the case, and will provide the school with advice on what type of additional support the child may need.

The school's **Whistleblowing Policy** enables staff to raise concerns or allegations against their colleagues in confidence and for a sensitive enquiry to take place.

- **The employee:**

Kingdom Christian School has a duty of care to its employees and will do everything to minimise the stress of any allegations and the disciplinary process. The school will provide the employee with a named contact if they are suspended. It is essential that any allegation of abuse made against a teacher or other member of staff or volunteer in a School or college is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

The person who is the subject of the investigation will be informed by the Head teacher as soon as the allegation has been made. The employee will then be advised on what the next course of action will be. However, if the Police or Social Services are to be involved, they will be contacted before the employee and will advise as to what information may be disclosed to the person under investigation.

The Headteacher will keep the subject of the allegation informed of the progress of the case and any other work-related issues. If that person has been suspended, they will keep them informed of any developments from School. If the employee is a member of a union or any other professional association, they should be advised to contact that body at the outset of the investigation. The employee may need additional support and the school should consider what might be appropriate to best accommodate this. If it is a criminal investigation and the police are involved, they may provide this additional support.

6. Confidentiality

The school will make every effort to guard the privacy of all parties during and after an investigation into an allegation. It is in everyone's best interest to maintain this confidentiality to ensure a fair investigation with minimum impact for all parties.

A breach of confidentiality will be taken seriously and may warrant its own investigation. It is a criminal offence to publish information that could lead to the identification of someone who is the subject of an allegation before they are charged or summonsed.

The Education Act 2011 introduced reporting restrictions preventing the publication of any material that may lead to the identification of a teacher who has been accused by, or on behalf of, a pupil from the same school or college (where that identification would identify the teacher as the subject of the allegation). The legislation imposing restrictions makes clear that "publication" of material that may lead to the identification of the teacher who is the subject of the allegation is prohibited. "Publication" includes "any speech, writing, relevant programme or other communication in whatever form, which is addressed to the public at large or any section of the public".

This means that a parent who, for example, published details of the allegation on a social networking site would be in breach of the reporting restrictions. No information will be given to the media.

7. Suspensions

The school will not suspend a member of staff without serious consideration. The school will not suspend a member of staff automatically when an allegation has been made. Typically, suspension will only be considered in cases where there is cause to suspect a child or other children at the school are at risk of harm or the case is so serious that it might be grounds for dismissal. Depending on the nature of the case, it may be possible that alternative arrangements are made so that the individual can continue working but is removed from the pupil making the allegation. This may take the following forms:

- redeployment within the school so that the individual does not have direct contact with the child or children concerned.
- providing an assistant to be present when the individual has contact with children.
- redeploying to alternative work in the school so the individual does not have unsupervised access to children.
- moving the child or children to classes where they will not encounter the member of staff, making it clear that this is not a punishment and parents have been consulted.
- temporarily redeploying the member of staff to another role in a different location, for example to an alternative school or college or work for the local authority or academy trust.

A suspension may be decided upon if it is deemed that the child or other children may be at significant risk of harm, or if the nature of the case warrants a criminal investigation, or where the concern is so serious that it would result in immediate dismissal. The Headteacher holds the power to suspend an employee but will be advised by the Police and or Social Care whether a suspension is necessary.

Police involvement does not make it mandatory to suspend a member of staff; this decision should be taken on a case-by-case basis having undertaken a risk assessment.

The professional reputational damage that can arise from suspension where an allegation is later found to be unsubstantiated, unfounded or malicious must be considered. It may be that the result that would be achieved by suspension could be obtained by alternative arrangements, for example, redeployment. Where it is deemed that a suspension is appropriate, the employee will receive written confirmation within one working day and will be informed of the reason for the suspension. The person should be informed at

the point of their suspension who their named contact is within the organisation and be provided with their contact details.

8. Resignations

If an employee hands in their resignation when the allegation is made against them or during an investigation, the investigation will continue until an outcome has been reached, with or without the person's cooperation. They will be given full opportunity to answer the allegation.

It is not appropriate to use compromise agreements in situations which are relevant to these procedures. Schools have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of several listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals will be made as soon as possible after the resignation or removal of the individual.

9. Record Keeping

Except in those cases which have been found to be malicious, detailed records of all allegations made, investigations and outcomes will be kept in the personal file of the person who has been under investigation. This person will be given a copy of the same information. This will enable the school to provide all the necessary information for future Schools if they require a reference.

Where DBS checks highlight incidents of allegations that did not result in any criminal charges, records will show exactly what happened, what points of action were taken during and after the investigation and how the result of the investigation was reached to prevent unnecessary re-investigation in the future if an allegation re-surfaces. The record will be kept, including for people who leave the organisation, at least until the person reaches normal retirement age or for 10 years if that will be longer, from the date of the allegation.

Allegations that are proven to be false, unsubstantiated, or malicious will not be kept on employment records or used in employee references. Details of any allegation made by a pupil will be kept in the confidential section of their record.

10. Action on Conclusion of the Case

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

- **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.
- **False**: there is sufficient evidence to disprove the allegation.
- **Unsubstantiated**: there is insufficient evidence to either to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

If the investigation results in the dismissal or resignation of a person, and that person has been charged with a criminal offence, a referral will be made immediately by the school to the Disclosure and Barring Service (DBS). The school will be advised on this by the Police and/or Social Services.

If it is decided that the employee may return to school (after a suspension) then provisions will be put in place by the school to ensure that the transition is as smooth as possible. This may involve a phased return for a trial period or the use of another member of staff as a support system in the short term.

If the child who made the allegation is still at the school, the school will consider what needs to be done to manage the contact between the employee and child.

In respect of malicious, false or unsubstantiated allegations
If an allegation is determined to be unsubstantiated or malicious, the LADO should refer the matter to the Children's Social Care Services to determine whether the child concerned needs services or may have been abused by someone else.

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

Where an allegation is proven to be false, the Headteacher may refer to Social Services to determine whether the child needs special care, or to help to understand if they are being abused elsewhere.

If an allegation is found to be intentionally factitious and malicious, the Headteacher will decide what the proper sanction will be for the pupil who made the false allegation. The Headteacher has the power to suspend or

expel pupils who make false claims or refer the case to the police if the school thinks a criminal offence has been committed.

If the claim has been made by a person who is not a pupil, the school will hand the information over to the police who may take further action against that person.

11. After the Case

No matter what the outcome is of an allegation of abuse against staff, the school will review the case to see if there are any improvements that can be made in its practice or policy that may help to prevent similar cases in the future.

12. Review

This policy will be reviewed by the Governing Body annually.

Version Control Table

Version	Date	Changes	Approval
1	2026	Re-branded to KCS and updated references in text. Formatting. Section 3 para 3 slight amendment for clarity.	SO
1.1	Nov-26	Updated references to KCSIE 2026 and Working Together to Safeguard Children 2026. Updated DSL to Mark Ozenbrook, Deputy DSLs are Shani Ozenbrook and Rebecca Jennings. Added Section 12 Review.	SO