



Ark Boulton
Academy

“Growing together, reaching higher”

**SAFEGUARDING:
COMPLAINTS AGAINST A
MEMBER OF STAFF**

2016 - 2017

Any report of concern about the behaviour of a member of staff or allegation of abuse made against a member of staff must immediately be reported to the Principal or Associate Principal.

This matter will then be referred to the Safeguarding Lead for Ark Schools. Where the matter to be investigated indicates that a child may have been harmed or is at risk of being harmed, the matter will also be referred to the Local Authority safeguarding Officer: Jon Needham (07912 793 668). They will then guide us as to how to proceed and who should lead and be involved in any investigations.

Any concern or allegation against the Principal will be reported to the Chair of Governors. The Working Together (March 2015) guidance and LSCB procedures will be followed for both the investigation and support for the member of staff.

(For further Guidance see the 'ARK schools disciplinary policy' and 'Keeping Children Safe in Education' July 2015).

Procedure for Reporting Allegations against Staff

Allegation or concern that a person working with children has:

- Behaved in a way that has harmed a child, or may harm a child.
- Possibly committed criminal offence against or related to a child.
- Behaved towards a child in a way that indicates that she/he pose a risk of harm to children.



DO NOT:

- Investigate or ask leading questions if seeking clarification.
- Make assumptions or offer alternative explanations.
- Promise confidentiality but assure that information will only be shared on a 'need to know' basis.



DO:

- Make a written record of the information (where possible in the child/adult's own words) including the time, date, and place of incident, which was present and what was said.
- Sign and date the written record.
- Immediately discuss the issue with the designated senior manager or, if that person is absent or is the subject of the allegation, with the deputy or other appropriate senior manager.



Senior designated manager, Rebecca Temple, will then:

- Decide on appropriate action which may include:
 - Discussion with Local Authority Designated Officer team to access advice (0121 675 1669).
 - No further action.
 - Referral to children's social care.
 - Review of policy and procedures.
 - Disciplinary action or training.
- For more information go to www.proceduresonline.com/birmingham/scb