

Allegations Against Staff Proforma
(Private and Confidential)



This form is to be used in collaboration with **Connect Safeguarding and Child Protection Policies and Procedure**. Please use this form to record all the information in cases in which it is alleged that a staff member, supply staff member or volunteer has:

- Behaved in a way that has harmed a pupil, or may have harmed a pupil
- Possibly committed a criminal offence against or related to a pupil
- Behaved towards a pupil in a way that indicates he or she would pose a risk of harm to pupils
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children

The following checklist provides a quick reference for action when a concern has arisen.

Name/role of employee raising the concern	
Date form completed	
Name of employee the concern is regarding	
Length of service/Start of employment date	
Date/Time/Location of incident	
Name of other employees present, <i>if any</i>	
Issue Arisen <i>Statement from employee in their own words.</i>	

Within the first 60 minutes:

- Immediately discuss with the LADO if it is a safeguarding concern
- If there is immediate danger it may be necessary to contact the Police
- Seek HR advice from HR Business Manager or Cantium HR Consultant

Quickly assess and gather known facts:

- What happened?
- How did it happen?
- When did it happen?
- What was the cause?
- Were there any injuries?
- What was the extent of the damage?
- Is there any current or ongoing danger?
- What recovery efforts are under way?

Follow the Trust internal notification process:

- Notify the Trust/CEO
- Notify the appropriate SLT members
- Notify front line staff to direct calls from the media, community, Government and family members to an appropriate team member or a pre-recorded voice mailbox
- Give front line staff a script of what to do or say so that the same message is given from all parties
- Notify the appropriate staff of the possibility that reporters and media crews may show up. Direct the media to a predetermined holding area, if possible.

Determine if external advisors or advice required. These may include:

- Police
- Safeguarding Enfield Partnership
- Stone King - Legal Advice
- Press Office Support
- HR Advice
- RPA insurance
- LGFL
- Consider others depending on the crisis?

Things to remember:

- Establish a list of key people who need to be involved and why
- Set a strategy – form a plan to keep relevant parties and stakeholders informed of the issues arising so that your message remains steady and consistent
- Know the facts and stick to them
- Consider what policies the crisis would be covered under
- Establish what communication would be relevant to different parties
- Consider carefully document retention obligations and whether certain discussions should be committed to paper at all
- Circulate a Q&A document about how to respond to tricky questions to relevant parties
- Check if a printed copy of the information is required and how it can be stored securely in case of IT system failures

If it is a concern regarding an employee you may need to restrict access or disable the following:

Access to Premises (ID, Fob, Keys)	
IT equipment (Laptop/iPad/desktop/charger)	
IT access and access to data (Gmail/remote access to server/Google Drive/MIS/school apps/Google Classroom/other schools IT systems)	
Phone (Mobile/Message on extension number)	
Uniform/Fleece/ PPE	
Other school owned property	
Perkbox	