All Saints Catholic High School

Allegations Management Policy

"We will provide a Christian Education for all pupils based on the teachings of Jesus and the Spirit of the Gospels. The whole life of the school will be determined by the Gospel Values of Love and Justice. We will always value and care for all members of the All Saints Community according to their needs, and will affirm and nurture the development of all"

School Mission Statement

Date Reviewed: October 2026

Next Review Date: October 2027

Introduction

All schools and education settings have a duty to promote and safeguard the welfare of children in their care. All staff members in the school are made aware of this policy as part of their induction. As part of the annual safeguarding training, staff will be asked to revisit this policy and refresh their awareness and understanding of it.

The procedure documented within this policy **must** be followed in any case where there is an allegation made about a teacher, supply staff, other member of staff, volunteer or contractor at the school, and **may** meet the Harm Threshold or is a 'low-level' concern.

How Concerns Arise

Concerns about possible abuse of children by staff will usually arise in one of two ways, either:

- A direct allegation by a pupil or third party, for example a parent
- An observation by a member of staff that the behaviour of a colleague is inappropriate or potentially or actually abusive.

In either case the concern must be recorded and reported to the Headteacher immediately, unless the allegation is about the Headteacher in which case, it **must** be reported to the Chair of Governors (jthornhill@allsaintschs.org.uk). If the Headteacher is absent the allegation should be reported to the teacher in charge.

As this is a **statutory duty**, it is expected that all members of staff in school, where they have concerns, will report them in accordance with this policy. If a child has been harmed, the school's child protection procedures should be followed and a referral made into Knowsley's Multi-Agency Safeguarding Hub (MASH) and, where necessary, the Police.

Once an allegation has been made, the Allegations Management Process should be followed. (See Allegations Management Process Flow Chart - **Appendix 1**)

PART ONE: Allegations that Meet the Harm Threshold

Governing bodies and proprietors should ensure there are procedures in place to manage concerns/allegations against staff (including volunteers) that might indicate they would pose a risk of harm to children (The Harm Test).

- 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 would pose a risk of harm to children
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Para. 437 - Keeping Children Safe in Education, September 2026

** The last bullet point includes behaviour that may have happened outside of school, that might make an individual unsuitable to work with children; this is known as **Transferable Risk**. Where appropriate an assessment of transferable risk with whom the person works should be undertaken. If in doubt, seek advice from Local Authority Designated Officer (LADO).*

This applies to members of staff, supply staff, trainee teachers, volunteers and contractors who are currently working in any school regardless of whether the current setting is where the alleged abuse took place.

Initial Action

Should the school identify that a child has been harmed or that there may be an immediate risk of harm, or if the situation is an emergency, they should contact Children's Social Care via Knowsley Multi-Agency Safeguarding Hub (MASH) on 0151 443 2600, and as appropriate the Knowsley Vulnerable Persons Unit (VPU) in the Police immediately.

The Headteacher or Chair of Governors will ensure that they give consideration to:

- **Looking after the welfare of the child** – The Designated Safeguarding Lead (or Deputy DSL) will be responsible for ensuring the child is not at risk and referring cases of suspected abuse to Knowsley MASH.
- **Investigating and supporting the individual subject to the allegation** – The Headteacher or Chair of Governors should discuss the case with the LADO, including the nature, content and context of the allegation and agree a course of action.

When dealing with allegations, schools and colleges should:

- Apply common sense and judgement to the allegation
- Deal with allegations quickly, fairly and consistently, and
- Provide effective protection for the child and support the person subject to the allegation.

Para. 443 - Keeping Children Safe in Education, September 2026

In order to proceed, the Headteacher or Chair of Governors must have a full understanding of the nature of the allegation made by a member of staff or third party, only speaking to the child if it is unavoidable or it is the child making the allegation.

As part of the Service Level Agreement (SLA) they may choose to seek advice and support from the Local Authority Education Safeguarding Officer.

No one in the school should investigate the incident; interviewing either, those directly involved or any witnesses, as this could jeopardise any future Police investigation and potentially prejudice a fair hearing at a later date.

The Headteacher or Chair of Governors will simply establish that:

- An allegation has been made
- Who was involved – including their full name, address and date of birth
- If the individual was in school at the time of the allegation
- If the individual did, or could have, come into contact with the child
- The general nature of the allegation - What happened?
- When and where the incident is alleged to have occurred
- If there were any witnesses / CCTV footage

This information can be recorded on the template initial record of concern sheet (See **Appendix 2**).

When to inform the individual of the allegation should be considered carefully on a case-by-case basis, with guidance as required from the LADO, and if appropriate Local Authority Children's Social Care and the Police.

Para. 446 - Keeping Children Safe in Education, September 2026

The matter will not be discussed with the person who is the subject of the allegation at this stage; advice should be sought from LADO first.

Allegations against a teacher who is no longer teaching should be referred to the Police. Historical allegations of abuse, where an adult makes an allegation to the school that they were abused as a child should also be referred to the Police. Where a child makes an allegation of non-recent abuse, this should be reported to the LADO who will coordinate with Children's Social Care and the Police. Further information regarding reporting non-recent abuse is available on the NSPCC website. Non-recent abuse | NSPCC. **Abuse can be reported no matter how long ago it happened.**

Where the Headteacher or Chair of Governors is concerned about the welfare of other children in the community or the member of staff's family, they should discuss these concerns with the DSL and make a risk assessment of the situation. It may be necessary for the DSL to make an additional referral into Knowsley MASH in regards to these children.

Consultation and Referral

Once the nature of the allegation has been established, the Headteacher or Chair of Governors (Case Manager) should determine if it meets any of the criteria set out in ***Paragraph 437 of Keeping Children Safe in Education 2026*** detailed above. If so, the Case Manager should immediately discuss the allegation with the Local Authority Designated Officer (LADO) on the same day.

In Knowsley the LADO (Diane Kitcher or Julie Ross) can be contacted on **0151 443 3928** or email LADOinbox@knowsley.gov.uk.

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It is important to ensure any allegation is taken seriously and advice can be sought by contacting the Education Safeguarding Officer with further support available via the school's safeguarding SLA.

If it is unclear whether the threshold for referral into the LADO process has been reached the Case Manager can consult with the LADO before a formal referral is made.

Should there be a lack of appropriate resources within the school, or the nature or complexity of the allegation require it, the allegation may be dealt with by an independent investigator.

Many local authorities provide an independent investigation of allegations for schools that are maintained by the local authority, often as part of the HR/Personnel services that schools and colleges can buy in from the authority. It is important that local authorities ensure that schools and colleges in that area have access to an affordable facility for independent investigation where that is appropriate.

Para. 452 - Keeping Children Safe in Education, September 2026

Initial Consideration of the Allegation

The purpose of the initial discussion is for the LADO and the Case Manager to consider the nature, content and context of the allegation and agree on a course of action. This will include a discussion to determine whether Police involvement is necessary.

If the parents/carers of the child concerned are not already aware of the allegation the LADO will also discuss how and by whom they should be informed.

There may be some circumstances where the school may advise the parents/carers of an incident involving their child straight away, for example, if the child has been injured while at school or in a school related activity, and requires medical treatment.

The Case Manager will usually inform the individual who is subject to the allegation as soon as possible; however, doing this should be considered carefully on a case by case basis. The Case Manager should take guidance from the LADO, and if appropriate Children's Social Care and the Police. Once the individual has been informed of the allegation, and if they are a member of a union or a professional association they will be advised to contact that organisation.

> If the allegation is about physical contact, for example restraint, the strategy discussion or initial evaluation with the LADO should take into account that teachers and other school and college staff are entitled to use reasonable force to control or restrain children in certain circumstances, including dealing with disruptive behaviour.
>
> ***Para. 447 - Keeping Children Safe in Education, September 2026***

Further information about the use of reasonable force can be found in ***Paragraphs 205 - 207 in Part 2 of KCSIE 2026*** *and* Restrictive Interventions, including Use of Reasonable Force, in Schools (April 2026)

Strategy Meeting / Evaluation With the Police

If the allegation is not demonstrably false or unfounded, a formal referral will be made to the LADO and in accordance with *'**Working Together to Safeguard Children 2023**'*, a meeting and strategy discussion will be convened.

There may be up to three strands in the consideration of an allegation:

- A Police investigation of a possible criminal offence
- Enquiries and assessment under Section 47 of the Children Act 1989 if a child is in need of protection or under Section 17 of the Children Act 1989 if the child appears to be in need of services
- Consideration by the employer of disciplinary action in respect of the individual.

The Case Manager will attend any strategy meeting, unless there are good reasons not to do so, and will provide details about the circumstances and context of the allegation and the pupil and member of staff concerned.

Suspension

An assessment of the possible risk of harm to children posed by the individual who is subject to the allegation must be undertaken and managed. This should be considered in relation to the child or children involved in the allegation, and any other children in the individual's home, work or community life.

Suspension will be considered in any case where:

- There is cause to suspect a child is at risk of significant harm
- The allegation is so serious that it might be grounds for dismissal.

In cases where suspension is considered necessary, the Case Manager will:

- Record the rationale and justification for such action
- Record what alternatives to suspension were considered and why they were rejected
- Give written confirmation within one working day, giving as much detail as appropriate for the reasons for the suspension
- Ensure the individual who has been suspended is fully supported, including contact details of their named contact within school.

Suspension should **not** be an automatic response when an allegation is reported; all options to avoid suspension should be considered prior to taking that step.

The Case Manager **must** consider carefully whether the circumstances of a case warrant a person being suspended from contact with the children until the allegation is resolved. Children's Social Care or the Police may give their view to the LADO but they cannot require the Case Manager to suspend a member of staff or a volunteer, although the Case Manager should give appropriate weight to their views.

In many cases, an inquiry can be resolved quickly and without the need for suspension. The employer will decide on whether the individual should continue to work at the school, based on consultation with the LADO who will provide relevant information received from the Police or Children's Social Care on whether they have any objections to the member of staff continuing to work during the investigation of the case.

Based on advice from the school or college's HR provider and / or risk analysis drawn up with the LADO, the following alternatives should be considered by the Case Manager before suspending a member of staff:

- Redeployment within the school or college 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 or college so the individual does not have unsupervised access to children;
- Moving the child or children to classes where they will not come into contact with the member of staff, but this decision should only be made if it is in the best interests of the child or children and takes account of their views, making it clear that this is not a punishment and parents have been consulted; or

- 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.

Para. 465 - Keeping Children Safe in Education, September 2026

Such alternatives allow time for an informed decision regarding moves to suspension; however, this will depend on the nature of the allegation.

Supporting Those Involved

Employers have a duty of care to their employees. They should act to:

- Manage and minimise the stress caused by the allegation
- Inform the individual who is subject to the allegation as soon as possible, explaining the likely course of action, guided by the LADO, and the Police where necessary
- Advise them to contact their trade union representative or a colleague for support
- Appoint a named representative to keep the individual informed of the progress of the case
- Provide access to counselling or medical advice, where appropriate, and support via Knowsley's Occupational Health Services.
- Not prevent social contact with work colleagues and friends when staff are suspended, unless there is evidence to suggest this may prejudice the gathering of evidence.

Parents or carers of the child or children involved should be:

- Formally told about the allegation as soon as possible. The Case Manager should consult the LADO, and where involved Children's Social Care and/or the Police, on what information can be disclosed.
- Kept informed about the progress of the case, only in relation to their child - no information can be shared regarding the staff member.
- Made aware of the requirement to maintain confidentiality and unwanted publicity about any allegations made against teachers in schools whilst investigations are in progress as set out in ***Section 141F of the Education Act 2002***.

Confidentiality and Information Sharing

In order to manage an allegation made against a member of staff effectively, the agencies involved should share all relevant information they have about the individual who is subject to the allegation, as well as about the alleged victim.

Any investigation will be done in confidence. Every effort will be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

No one in the school may provide any information to the press or media that might identify an individual who is under investigation, unless and until the person is charged with a criminal offence. No one in the school may disclose any information to anyone about the details of an investigation, as this may prejudice the right of the person under investigation to a fair hearing.

The legislation prevents the "publication" of material that may lead to the identification of the teacher who is the subject of the allegation. "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 (if what was published could lead to the identification of the teacher by members of the public). In circumstances where schools need to make parents aware about an allegation, they should make parents and others aware that there are restrictions on publishing information.

Para. 479 - Keeping Children Safe in Education, September 2026

The case manager should take advice from the LADO, Police and Children's Social Care to agree the following:

- Who needs to know, and importantly, exactly what information can be shared;
- How to manage speculation, leaks and gossip;
- What, if any, information can be reasonably given to the wider community to reduce speculation; and
- How to manage press interest if, and when, it should arise.

Para. 481 - Keeping Children Safe in Education, September 2026

Following the outcome of any criminal case, the Case Manager from school may wish to seek advice from the LA Communications Team in order to manage any media coverage at this time.

Allegations Outcomes

There are five defined terms that should be 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 or cause harm to the person subject of the allegation;
- ➔ **False:** there is sufficient evidence to disprove the allegation;
- ➔ **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence; or
- ➔ **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made.

Para. 482 - Keeping Children Safe in Education, September 2026

If the allegation is substantiated and the person is dismissed, resigns, or otherwise ceases to provide their services, or the school ceases to use the person's services, the employer has a **legal duty** to make a referral to the DBS for consideration of inclusion on the barred list where they consider an individual has engaged in conduct that harmed (or is likely to harm) a child; or if a person otherwise poses a risk of harm to a child.

There is a **legal requirement** for schools and colleges to make a referral to the DBS where they remove an individual from regulated activity (or would have removed an individual had they not left), and believe the individual has:

- engaged in relevant conduct in relation to children and/or adults;
- satisfied the harm test in relation to children and/or vulnerable adults; or
- been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence.

Para. 428 - Keeping Children Safe in Education, September 2026

The DBS will consider whether to bar the person. Detailed guidance on when to refer to the DBS (including what is the harm test and relevant conduct), and what information must be provided, can be found on https://www.gov.uk

Referrals should be made as soon as possible when an individual is removed from regulated activity. This could include when an individual is suspended, redeployed to work that is not regulated activity, dismissed or when they have resigned (or for a volunteer, ceased to volunteer at the school.)

If the substantiated allegation is in relation to a member of teaching staff, the case manager **must** consider whether to refer the matter to the Teaching Regulation Agency (TRA) to consider prohibiting the individual from teaching (***Paragraphs 432 - 433 in Part 2 of KCSIE 2026***).

Following a Police investigation or a prosecution the Police should inform the LADO immediately of the outcome. The LADO will then discuss with the Case Manager whether any further action, including disciplinary action is appropriate, and if so how to proceed. Information provided by the Police should also be used to inform the decision.

Resignations and Settlement Agreements

Where a person under investigation tenders their resignation, or ceases to provide their services, the investigation into the allegation will still need to be completed in accordance with the guidance.

It is important that every effort is made to reach a conclusion in all cases of allegations bearing on the safety or welfare of children, including any which the person concerned refused to cooperate with the process.

Where there is an allegation that indicates a person is a risk or poses a risk of harm to children, or is deemed not suitable to work with children, the school will not enter into "settlement agreements" (sometimes known as compromise agreements) by which if a person agrees to resign, the school agrees not to pursue disciplinary action and both parties agree a form of words to be used in any future reference.

Record Keeping

Details of allegations, following an investigation that are found to have been malicious or false, should be removed from personnel records unless the individual gives their consent for retention of the information. However, for all other allegations that result in an outcome of substantiated, unfounded and unsubstantiated, it is important that the following information is kept on the file of the person accused:

- A clear and comprehensive summary of the allegation (**see Appendix 2**)
- Details of how the allegation was followed up and resolved
- A note of any action taken, decisions reached, and the outcome i.e. substantiated, unfounded or unsubstantiated
- A copy provided to the person concerned, where agreed by Children's Social Care or the Police
- A declaration on whether the information will be referred to in any future reference.

The purpose of the record is to enable accurate information to be given in response to any future request for a reference. It will provide clarification in cases where future DBS checks reveal information from the Police about an allegation that did not result in a criminal conviction and it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time.

All other records should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.

Oversight and Monitoring

The school will work closely with the LADO who has overall responsibility for oversight of the procedures for dealing with allegations.

The school will cooperate in supplying statistical information required by the LADO for DfE returns and Local Safeguarding Children Partnership monitoring purposes.

Action on the Conclusion of the Case

In cases where it is concluded that the person who has been suspended can return to work, the school will consider how best to facilitate this. Guidance and advice are usually provided via Human Resources or the LADO. Most people will benefit from some help and support to return to work after a stressful experience. Depending on the individual's circumstances, a phased return and/or the provision of a mentor to provide assistance and support in the short-term may be appropriate. The Case Manager should also consider how the person's contact with the child or children who made the allegation can best be managed if they are still attending the school.

Actions in Respect of Unsubstantiated, Unfounded, False or Malicious Allegations

If an allegation is determined to be unsubstantiated, unfounded, false or malicious, the LADO and the Case Manager should consider whether the child and/or the person who has made the allegation is in need of help or may have been abused by someone else and this was a cry for help. In such circumstances, a referral to Children's Social Care may be appropriate.

If an allegation is shown to be deliberately invented or malicious, school should consider whether any disciplinary action is appropriate against the person who made it, if they are part of the school community.

The Police will be asked to consider whether any action might be appropriate against the person responsible if they are outside the school community

Allegations Concerning Staff not Directly Employed by the School

In some cases, the school will need to consider an allegation against an individual, not directly employed by them, and where the school disciplinary procedures do not fully apply; for example, **supply teachers** or contracted staff provided by an employment agency or business. In these cases, the school should ensure that although not the employer, all allegations are dealt with properly.

> **In no circumstances** should a school or college decide to cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the local authority designated officer (LADO) to determine a suitable outcome. Governing bodies and proprietors should discuss with the agency or agencies where the supply teacher is working across a number of schools or colleges, whether it is appropriate to suspend the supply teacher, or redeploy them to another part of the school, whilst they carry out their investigation.
>
> *Para. 456 - Keeping Children Safe in Education, September 2026*

In managing allegations made against **supply staff**, **trainee teachers and contractors** the following should be considered:

- Agencies should be fully involved and cooperate in any enquiries from the LADO, Police or Children's Social Care
- The school will usually take the lead as they have direct access to children or other school staff
- Supply staff, although not employed by the school, are under the supervision, direction and control of the Governing Body when working in a school
- Supply staff, trainee teachers and contractors should be advised to contact their trade union representative if they have one, or a colleague for support
- The allegations management meeting, which is often arranged by the LADO, should address issues such as information sharing, to ensure that any previous concerns or allegations known to the agency are taken into account by the school during the investigation.

When using a supply agency, the school should inform the agency of the process for managing allegations but also take account of the agency's policies and the duty placed on agencies to refer to the DBS as personnel suppliers. This may include inviting the agency's Human Resource Manager or equivalent to meetings and keeping them up to date with information about its policies.

References

Cases in which an allegation was found to be false, unfounded, unsubstantiated or malicious should not be included in employer references. Any repeated concerns or allegations which have all been found to be false, unfounded, unsubstantiated or malicious should also not be included in any reference. See Part 4 of *Keeping Children Safe in Education 202*5 for further information on references.

Substantiated safeguarding allegations that meet the harm threshold should be included in references, provided that the information is factual and does not include opinions.

PART TWO: Concerns That Do Not Meet the Harm Threshold

Keeping Children Safe in Education 2026 is clear that Governing Bodies should ensure that there is a response to '**low-level' concerns** that is in line with the school's ethos. Part Two of this policy details the process for dealing with concerns that **do not** meet the Harm Threshold as outlined in Part One of this document.

The aim of addressing concerns that do not meet the harm is to encourage an open and transparent culture in school where early identification of inappropriate, problematic and concerning behaviour can be addressed in order to minimise the risk and opportunity of abuse and ensure that adults working in or on behalf of the school are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the school. Such concerns may arise in a number of ways and be reported by different sources; for example, suspicion, complaint or disclosure made by a child, parent or other adult within or outside of the organisation or as a result of vetting checks undertaken. *Keeping Children Safe in Education 2026* refers to these incidents as 'low-level' concerns.

> The term 'low-level' concern does not mean that it is insignificant. A low-level concern is any concern - no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:
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> - is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and
> - does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.
>
> ***Para. 509 - Keeping Children Safe in Education, September 2026***

Examples of such behaviour may include, but are not limited to:

- Being over friendly with children
- Having favourites
- Taking photographs of children on their mobile phone, contrary to school policy
- Engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- Humiliating children.

In order to prevent incidents of low-level concerns, the school will promote an open and transparent culture, where there are clear professional boundaries set in line with the school's ethos and values and information regarding concerns is shared appropriately with the Headteacher and records are made. Ensuring they are dealt with effectively should also protect those working in or on behalf of the school from potential false allegations or misunderstandings.

The Staff Code of Conduct also references low-level concerns and gives staff a clear understanding of the definition of 'low-level' concerns and what action they should take to address their concern.

Process for Reporting Low-Level Concerns

Behaviour which is not consistent with the standards and values of the school and does not meet the expectations set out in the Staff Code of Conduct can lead to low-level concerns. Such incidents should

be reported by the individual witnessing them to the Headteacher. If the concern is in relation to a supply teacher or contractor, once the concern has been reported to the Headteacher, the individual's employer should also be notified, so that any potential patterns of inappropriate behaviour can be identified.

School encourages an environment where staff feel confident to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

Recording Low-Level Concerns

Reports of low-level concerns should be recorded and include:

- The details of the behaviour/concern, including chronological and concise details which are as precise and accurate as possible
- The context in which the behaviour/concern took place
- Details of the individual reporting the concern (unless they wish to remain anonymous)

These records will be kept confidential and secure in line with the Data Protection Act 2018 and GDPR.

These records should be regularly reviewed in order for potential patterns of concerning, problematic or inappropriate behaviour to be identified. If patterns of concerning behaviour are identified, the Headteacher and the Designated Safeguarding Lead will decide on the course of action, either through the school's disciplinary procedures or where a pattern of behaviour moves from a concern to meeting the harms threshold, in which case a further discussion will take place with the LADO.

Consideration should also be given to whether there are wider cultural issues within the school or college that enabled the behaviour to occur and where appropriate policies could be revised or extra training delivered to minimise the risk of it happening again.

It is recommended that these records of 'low-level' concerns should be retained at least until the individual leaves their employment at the school.

Responding to Low-Level Concerns

Low-Level concerns should be responded to in a sensitive and proportionate way; maintaining confidence that when such concerns are raised, they will be handled promptly and effectively whilst protecting staff from any false allegations or misunderstandings.

When a report of low-level concerns is received, the Headteacher should:

- Collect as much information as possible relating to the concern raised
- Speak directly to the person raising the concern, if possible
- Speak to the individual involved and any witnesses.

Incidents should be addressed on a case by case basis with consideration given to the context, experience and training of the member of staff. In most cases low-level concerns will simply require a conversation with the individual about whom the concerns have been raised. The most useful approach is one that is values based, for example:

"I am sure you subscribe to our school values, so help me understand how you came to behave in a way which is not in keeping with those, so that we can understand what actions or support you might need so that we can both be confident that it will not happen again…"

The Headteacher and the Designated Safeguarding Lead (DSL) will then review and categorise the behaviour, checking to see if it meets the 'Harm Threshold' or not. If the Headteacher and DSL is in any doubt as to whether the Harm Threshold is met, the Knowsley Education Safeguarding Officer or LADO will be contacted for further advice.

If it is clear the behaviour **does not** meet the Harm Threshold, consideration should be given regarding the actions to be taken. The headteacher should:

- Record all conversations including advice given if the Knowsley Education Safeguarding Officer or LADO have been contacted
- Record any actions to be taken following the report of the low-level concern
- Record the rationale for any decisions/actions taken.

Next Steps

The process of reporting low-level concerns is included in the induction of all new staff into the school. All staff will also annually revisit the following:

- Staff Code of Conduct
- Whistleblowing procedures
- The process of reporting concerns about adults who work with children, including the process for reporting low-level concerns.

References

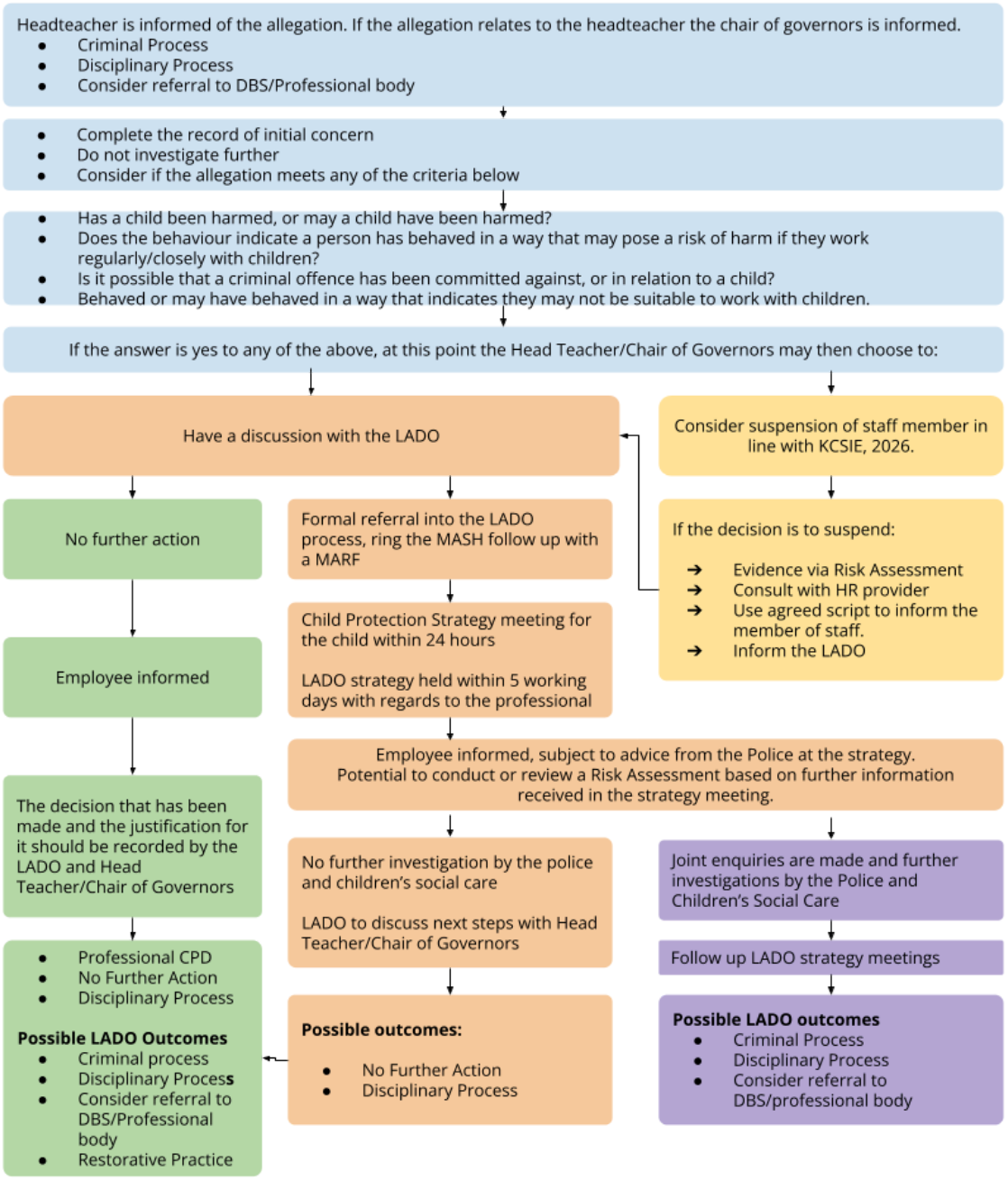
Schools should only provide substantiated safeguarding concerns/allegations (including a group of low-level concerns about the same individual) that meet the harm threshold in references. Low-level concerns should not be included in references unless they relate to issues which would normally be included in a reference, for example, misconduct or poor performance. It follows that a low-level concern which relates exclusively to safeguarding (and not to misconduct or poor performance) **should not** be referred to in a reference.

Monitoring and Review

This policy will be monitored and reviewed annually in accordance with best practice or in the following circumstances:

- Changes in legislation and/or government guidance
- As required by the Local Safeguarding Children's Partnership and Ofsted
- As a result of any other significant change or event.

Allegations Management Process



Allegations Against Staff - Record of Initial Concern

All Saints Catholic High School	
Name of Head Teacher or Chair of Governors	
Date of incident	
Date Reported	

Information about the member of staff against whom the allegation has been made:	
Name	
Role/Position in school and length of service	
DOB	
Home Address	
Telephone Number	
Details of any children who may reside in the same home as this person	
Details of any previous concerns/conduct issues/ allegations	

Information about the pupil(s) concerned. (Complete a separate document for each pupil)	
Name	
Year Group	
DOB	
Home Address	
Telephone Number	

Information about the person reporting the concern	
Name	
Role /Position in school	
Telephone Number	
Nature of the Allegation	

Has a child been harmed, or may a child have been harmed?
Does the behaviour indicate a person has behaved in a way that may pose a risk of harm if they work regularly/closely with children?
Is it possible that a criminal offence has been committed against, or in relation to a child?
If you have answered yes to any of the above please seek further advice from the LADO (Local Authority Designated Officer)
Please record below the decision and rational following the discussion with LADO and personnel advisor

A blank Allegation Management Form / LADO Referral Form can be found using the link below:
Knowsley SCP Multi-Agency Forms and Report Templates