



The Park Federation Academy Trust The Godolphin Junior Academy

**Statement of procedures for dealing with allegations of abuse
against staff**

Approval

Approved by CEO and Federation Principal on behalf of the Board of Directors	Dr. Martin Young
Date of approval	September 2016
Date of review	September 2018

Notes on Document Control

This document is the property of The Park Federation Academy Trust and its contents are confidential. It must not be reproduced, loaned or passed to a 3rd party without the permission of the authoriser.

It is controlled within the Park Federation Academy Trust Admin Server where the electronic master is held and can be accessed on a read only basis, subject to security permissions.

Users of the document are responsible for ensuring that they are working with the current version.

Paper or electronic copies may be taken for remote working etc. However, all paper copies or electronic copies not held within the Admin Server are uncontrolled. Hence the footer 'DOCUMENT UNCONTROLLED WHEN PRINTED' which must not be changed.

Once issued, as a minimum this document shall be reviewed on an annual basis by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right hand margin.

To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

Statement of procedures for dealing with allegations of abuse against The Godolphin Junior Academy or The Park Federation Academy Trust staff

Please read this policy in conjunction with the Child Protection Policy and Procedures Document on the Godolphin Junior Academy Website. Thank you.

Allegations involving academy or trust staff

If a child, or parent, makes a complaint of abuse against a member of staff, the person receiving the complaint must take it seriously and immediately inform the Academy Principal at The Godolphin Junior Academy.

Any member of staff who has reason to suspect that a pupil may have been abused by another member of staff, either at school or elsewhere, must immediately inform the Academy Principal. A record of the concerns must be made, including a note of anyone else who witnessed the incident or allegation. **The Local Authority Designated Officer (LADO) must be involved at this initial stage.**

If the Academy Principal decides that the allegation warrants further action through Child Protection procedures, following discussion with the LADO, she must make a referral direct to the Social Services team. If the allegation constitutes a serious criminal offence, it will be necessary to contact Social Services before informing the member of staff.

If it is decided that it is not necessary to refer to Social Services the Academy Principal, in conjunction with the Trust's Chief Executive Officer (Dr. Martin Young), will consider whether there needs to be an internal investigation.

If the concerns are about the Academy Principal, the Local Authority's Child Protection Officer for Education must be contacted. The Trust's Chief Executive Officer (Dr. Martin Young) is responsible for liaising with the Local Authority and/or partner agencies, as appropriate. He will also be the main channel of communication to the Board of Directors (technically the Proprietors of The Godolphin Junior Academy and the Trust as a whole) if that is appropriate.

In the event of allegations of abuse being made against the Academy Principal. The Academy Principal will not investigate the allegation themselves, or take written or detailed statements.

If the allegation was made against the Chief Executive Officer, the Local Authority's Child Protection Officer for Education must be contacted. The nominated Safeguarding Director on the Board of Directors would be nominated for liaising with the Local Authority and/or partner agencies, as appropriate. The nominated Safeguarding Director will also be the main channel of communication to the Board

of Directors (technically the Proprietors of The Godolphin Junior Academy and the Trust as a whole) if that is appropriate.

A referral to the Disclosure and Barring Service (DBS) will be made by the Principal if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have been had they not resigned.

A referral to the Disclosure and Barring Service (DBS) will be made by the Chief Executive Officer if the Principal has been dismissed or removed due to safeguarding concerns or would have been had they not resigned.

A referral to the Disclosure and Barring Service (DBS) will be made by the Safeguarding Director on the Board of Directors if the Chief Executive Officer is in a regulated activity and has been dismissed or removed due to safeguarding concerns or would have been had they not resigned.

whole) if that is appropriate. A referral to the Disclosure and Barring Service (DBS) will be made by the Principal/Executive Principal if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have been had they not resigned.