

# What happens if an allegation is made about you?

Information explaining the process for Principal Resourcing Candidates, when a Safeguarding Concern is raised.



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# What happens if an allegation is made about you?



Most people working with children act professionally and do not harm them. From time to time, Principal Resourcing receive concerns regarding our supply staff. If these concerns are of a safeguarding nature, or an allegation is made, a set procedure is followed. All allegations and concerns are taken seriously and it is important that a fair investigation is carried out. During the process it is not our place to judge or make assumptions as to what may have happened. It is our role to communicate, support, and follow a fair process, with safeguarding always at the forefront of priorities.

This process is used in respect of all cases in which the threshold has been met, this means that there is suspicion or evidence that the alleged has:

- Behaved in a way that has harmed a child, or may have harmed a child.
- Possibly committed a criminal offence against a child.
- Behaved towards a child or children in a way that indicates he or she may 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.

## Initially

Every local authority has a Local Authority Designated Safeguarding Officer (LADO). Investigations are coordinated by the LADO but are carried out between the agency and the school.

- You will be given a contact at Principal during the process. They will inform you that a concern has been raised, or an allegation reported. We appreciate this may be alarming for you, but we will endeavour to support you through this process.
- Depending on the nature of the allegation, the Police and/or Children's Social Care may be involved. The School or Lado will inform them and this may mean that we cannot share the details of the allegation at this stage, as it may hinder any investigations.
- Your Principal Resourcing contact, usually our Designated Safeguarding Lead, will confirm in writing and provide some guidance.
- A risk assessment will be carried out to determine if work needs to be halted while the investigation takes place.
- If you are a member of a Union, we recommend you contact your union for support and guidance.

# The Investigation



An investigation will be co-ordinated by the Local Authority designated safeguarding officer. Depending on the circumstances and nature of the allegation this may involve multi agencies including the Police and / or Children's Social Care as well as the school and Principal Resourcing. During an investigation:

- Statements and evidence are collected. This may include statements or accounts from the child or children involved, witnesses, other staff members. CCTV may be checked and there may be other documented evidence to be considered.
- As the alleged you will be made aware of the allegations and given a right right of reply, as well as the opportunity to present any other information for consideration.
- A Managing Allegations Meeting may occur with any of the above multi agencies to outline an action plan and timeframes. You will not be asked to attend this meeting and we will be your liaison during the process.
- If you are working with other agencies or with children in other settings, in some circumstances, they may be contacted by the LADO so it is important you share these details with us.
- Any Police and / or Children's Social Care investigations will be undertaken prior to the matter being 'released' to Principal Resourcing to undertake our investigation.
- All facts and evidence gathered through the investigation will be presented to the LADO, and in some circumstances the school.
- The LADO will then coordinate a final meeting to decide on an outcome and any proportionate action.
- Depending on the outcome, this may involve corrective action, no further action, termination or referral to the DBS for barring consideration and / or referral to the Teaching Regulations Agency.
- If you are suspended from duties as part of the risk assessment, you will be required to refrain from any work with children. Usually you will not be able to work until you have been informed of an outcome.
- We are not able to pay you for any work that isn't completed.
- Principal Resourcing will as part of this process consider any possible areas of advice or support we can offer.

**We appreciate that any allegation can be worrying and concerning, especially if you are not aware of your actions being cause for concern. It is always necessary to take allegations seriously and investigate any concerns to keep children safe. Your patience is appreciated during any investigation.**

# Possible outcomes

A review meeting/discussion will be held following the investigation to decide an outcome. This will be one of the following.

- **Substantiated:** there is sufficient evidence to prove the allegation
- **False:** there is sufficient evidence to disprove the allegation
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made
- **Unsubstantiated:** there is insufficient evidence to prove or disprove the allegation, the term, therefore, does not imply guilt or innocence.

## Post-Investigation

You will be advised of the decision verbally and in writing and advised of any further action required.

There may be a further meeting or discussion to reflect on the investigation and discuss any management guidance, support or training required.

If the allegation is substantiated it will be referred to in future references and consideration will also be given as to whether the criteria for referral to the Disclosure and Barring Service or a relevant Regulatory Body are met.

Information on referrals to the Disclosure and Barring Service is available at: <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>

Information on referrals to the Teacher Regulations Agency is available at: Teacher misconduct: information for teachers - GOV.UK ([www.gov.uk](http://www.gov.uk))

## Record Keeping

All concerns are kept on file for a minimum of 10 years with both the employer and the LADO. In some cases, records may be kept for a longer period.



**All concerns will be dealt with in a fair and timely manner. Your dedicated Safeguarding Lead is available to offer any support during this process and answer any questions.**