



PORTSMOUTH AND WINCHESTER DIOCESAN ACADEMIES TRUST



ALLEGATIONS OF ABUSE AGAINST STAFF POLICY

Date Agreed: January 2021

Review Date: January 2023

Signed: _____

Chair of Governors

**Portsmouth and Winchester Diocesan Academies Trust
St Blasius Church of England Primary Academy
Allegations of Abuse Against Staff Policy**

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	January 2019	CW	TCP	Reviewed policy
2	January 2021	CW	LGB	Reviewed policy – added link to keeping children safe in education instead of stating date
3				
4				

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1. INTRODUCTION.

1.1. These guidelines have been prepared for both the management of allegations against staff and for the timely reporting of the same to the Local Authority Designated Officer (LADO) for the 'management of allegations against staff members'.

1.2. For the purposes of this policy, the definition of 'staff' applies to teachers, the Principal, volunteers (including local governors) and other staff

2. STATUTORY GUIDANCE.

2.1. Chapter 2 of "[Working Together to Safeguard Children](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)" (2018) sets out the guidance on safeguarding children from people in a position of trust and further detail is provided in Keeping Children Safe in Education (latest guidance found here: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>)

Employers should have clear policies in line with those from the LSCP (in the context of this Policy, the 4 LSCP's has been used), for dealing with allegations against people who work with children.

An allegation may relate to a person who works with children who has:

- 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 they may pose a risk of harm to children.

2.2. The framework for managing allegations was set out in [Appendix 5 of Working Together to Safeguard Children 2010 \(now archived\)](#) and [Safeguarding Children and Safer Recruitment in Education](#). The framework applies to all who work with children and young people under 18 years of age, including those who work in a voluntary capacity. It also covers a wider range of allegations than child protection, including cases in which it is alleged that a person who works with children has:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed an criminal offence against or related to, a child
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Allegations against a staff member who is no longer teaching, should be referred to the police. Historic allegations of abuse should also be referred to the police.

It is essential that any allegation of abuse made against a person is dealt with consistently, fairly, quickly and in a way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

An integral part of the framework for managing allegations against staff is the role of the Local Authority Designated Officer (LADO). The LADO is responsible for the management and oversight of individual cases and must be informed of all allegations or concerns relating to staff or volunteers that fit the criteria above.

The LADO will provide advice and guidance to any employer providing services for children. Where necessary they will liaise with Children's Social Care and other agencies, monitor the progress of cases and work to ensure that all allegations are dealt with appropriately.

The LADO for the Isle of Wight is Amanda Sheen. She can be contacted on Telephone: 01983 823723 Email: lado@iow.gov.uk

If appropriate you may be asked to complete a LADO referral form as a method of making a written referral, within 24 hours.

Accordingly, all safeguarding allegations or concerns about a member of staff or volunteer should be immediately discussed with the LADO in the first instance who will liaise, as necessary, with social care and the police. The Chief Executive Officer of the Trust must also be informed.

LADOs also have a wider safeguarding remit and are accountable to the Head of the Children's Services Safeguarding Unit.

If the LADO is unavailable for any reason, contact CS Professional on 0300 300 090

3. TIME SCALES

3.1. IMMEDIATE REPORT.

All allegations against staff should be reported to the Principal immediately unless the Principal is the subject of the allegation, in which case it should be reported to the Chair of the Local Governing Body: Mr Stephen Corbett

In the absence of the Principal, staff or parents should contact one of the Assistant Principals: Ms S Powell or Mr R Lyon on 01983 862444

3.2. LADO WITHIN ONE WORKING DAY

If the allegation meets any of the criteria in Appendix 5 outlined above in 2.2, the Principal should report to the LADO in writing within 24 hours, using the LADO referral form. Trust's Chief Executive Officer must also be informed only that an allegation has been made and referred to the LADO.

3.3 The statutory guidance of Keeping Children Safe in Education (latest guidance found here: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>) includes indicative timescales for key stages of the process. It is important that allegations against staff or volunteers are dealt with in the shortest time that is consistent with proper investigation and legally sound procedures. On that basis, the indicative times suggested by the DfE are as follows:

- All allegations should be investigated as a priority to avoid or eradicate any delay.
- The time taken to investigate and resolve individual cases depends on a variety of factors including the nature, seriousness and complexity of the allegation, however the following **target timescales** will endeavour to be met.
- It is expected that 80 per cent of cases should be resolved **within one month**, 90 per cent **within three months**, and all but the most exceptional cases should be completed **within 12 months**.
- For those cases where it is clear immediately that the allegation is unsubstantiated or malicious, they should be resolved **within one week**.
- Where the initial consideration decides that the allegation does not involve a possible criminal offence it will be for the academy or in the case of the Principal, the Trust Board in conjunction with the Chair of the Local Governing Body, to deal with it; although if there are concerns about child protection, the employer (as previously defined) should discuss with the LADO. In such cases, if the nature of the allegation does not require formal disciplinary action, the employer should institute appropriate action within **three working days**. If a disciplinary hearing is required and can be held without further investigation, the hearing should be held **within 15 working days**.

These timescales may be varied by agreement with the Trust HR provider and LADO in specified cases where it is appropriate to do so in the interests of natural justice. It is more important to ensure that the issues are addressed fully and fairly than to try to meet timescales that may be unrealistic in specific cases. In cases where the police are investigating, these timescales are likely to be significantly longer.

4. INITIAL CONSIDERATION – See flowchart Appendix 1

4.1. Procedures need to be applied with common sense and judgement but some rare allegations are so serious as to require immediate referral to social care and the police for investigation.

4.2. In cases where the child has been injured while in the academy's care and requires medical treatment, the parent should be informed immediately

4.3. Social Care / police will call a strategy meeting if the child is suffering, or likely to suffer, significant harm to which the Principal or representative will be invited to participate to share information about the circumstances and the context of the allegation.

4.4. In cases where a police investigation is required, but neither the threshold of significant harm nor a formal strategy meeting has reached the threshold criteria, the LADO officer should discuss by telephone or by meeting with the employer, police and other agency involved with the child, the evaluation of the circumstances prior to a decision on the way forward. This joint evaluation should consider whether matters can be taken forward in a disciplinary process in parallel with criminal proceedings, or whether the disciplinary action needs to wait for completion of the police enquiries and / or prosecution.

4.5. In any case in which social care have undertaken enquiries to determine whether the child or children are in need of protection, the Principal (or LGB Chair in the case of the Principal) should take account of any relevant information obtained in the course of these enquiries when considering disciplinary action.

4.6. Other allegations may appear at first sight not to warrant consideration of a police investigation or enquiries by children's social care. However it is important to ensure that even apparently less serious allegations are followed up, and that all are examined by someone independent of the organisation concerned. Consequently, an initial discussion should be held with the LADO officer to consider the nature, content and context of the allegation and agree a course of action.

4.7. The Principal will establish in discussion with the LADO officer, whether the allegation is within the scope of Appendix 5 and has some foundation and that the individual has:

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

4.8. In some cases, further investigation will be needed to enable a decision as to how to proceed. The LADO will discuss with the Principal/CEO how and by whom the investigation will be undertaken. The Trust may undertake the investigation within the academy, use someone from another Trust academy or the central team to investigate or commission an independent investigator.

4.9. In cases that do not merit joint evaluation by police or social care, the LADO will discuss with the Trust HR provider, the options available to the Principal or in the case of the Principal the Trust Board, including, summary dismissal, decision not to use services in future to no further action.

4.10. The LADO should continue to liaise with the employer to monitor the progress of all cases and provide advice/ support when required or requested.

4.11 The position of staff whose own children may be at risk

A number of cases have arisen where school staff have children who are assessed as being at risk and are placed on the Child Protection Register. There is no established correlation between this situation and other children being at risk. The potential risk should be discussed with Social Care so they can offer a view on the potential risk to other children. Clearly there is an issue of credibility and the good name of a school if parents discover there is someone working in school whose own children are deemed to be at risk of abuse from the member of staff who is their parent or carer.

It is appropriate for Principals, in this situation, to give careful consideration and assess the risks that such an employee might pose to other children. It may be appropriate to adjust the individual's role or to consider suspension (see section 7). Advice must be sought from the LADO and Trust HR provider and the Chief Executive Officer of the Trust informed.

It will not be fair in law to take action against an employee whose children are on the Child Protection register without proper investigation of the circumstances and establishing that the individual employee has acted inappropriately.

5. COMMUNICATION WITH THE STAFF MEMBER / PARENTS.

5.1 Staff

The Principal should inform the accused person about the allegation as soon as possible after consulting the LADO and provide them with a likely course of action. The accused person should be advised to contact their trade union representative if they have one, or a colleague for support. They should also be given access to the Trust employee assistance programme and the ability to request a referral to occupational health.

It is extremely important that the Principal provides the LADO with as much information as possible at that time. However, when a strategy discussion is needed, or police or children's social care services need to be involved, the Principal should not inform the staff member until those agencies have been consulted and have agreed what information can be disclosed to the accused. Suspension or 'stay at home' may be considered. See Section 7.

In some cases, it may be necessary for the Police to interview the member of staff or volunteer before the Principal approaches him or her. In cases involving the Police it is expected that:

- Police officers will be given every assistance with their enquiries
- Confidentiality about such enquiries will be maintained in the interests of the member of staff
- Arrangements will be made for the Principal to be kept informed of the progress of Police enquiries
- The Principal/Trust Board will obtain advice from the Trust HR provider and the LADO to determine what interim action may be appropriate

5.2 Parents

Parents will be told about the allegation as soon as possible if they do not already know about it. However, when a strategy discussion is needed, or police or children's social care services need to be involved, the parents should not be informed until those agencies have been consulted and have agreed what information can be disclosed.

Parents/carers should be kept informed about the progress of the case and told the outcome where there is not a criminal prosecution, including the outcome of any disciplinary process, in confidence and with reference to the General Data Protection Regulations.

Parents/carers should also be made aware of the requirement to maintain confidentiality about any allegations made against teachers whilst investigations are ongoing as set out in section 141F of the Education Act 2002 (see paragraph 164). If parents/carers wish to apply to the court to have reporting restrictions removed, they should be told to seek legal advice.

Parents must not publish details of an allegation on a social networking site for example, as this would be in breach of the reporting restrictions. 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.

6. NON CO-OPERATION / RESIGNATION / END OF CONTRACT

6.1. Where an employee leaves the academy before the end of the process, through resignation or end of a fixed-term or temporary contract, it will still be essential for the academy to continue to co-operate fully with the process and, where no prosecution is taking place, for the academy to complete its own internal investigation, even without the co-operation of the individual.

It is essential that the outcome of such an investigation is shared with any potential employer as part of a reference process, in accordance with the principles of data sharing outlined.

If the accused person resigns or their services cease to be used and the criteria are met, it will not be appropriate to reach a settlement/compromise agreement. A settlement/compromise agreement which prevents the academy from making a DBS referral when the criteria are met, would likely result in a criminal offence being committed.

The academy and Trust Board, have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult; where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that individual has committed a listed relevant offence; and that individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals should be made as soon as possible after the resignation or removal of the individual.

Where the Trust dismisses or ceases to use the services of a teacher because of safeguarding concerns, serious misconduct, or might have dismissed them or ceased to use their services had they not left first, they must consider whether to refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002. The Secretary of State may investigate the case, and if s/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person.

Wherever possible, the accused should be given a full opportunity to answer the allegation and make representations about it. See KCSIE 2020.

7. SUSPENSIONS/STAY AT HOME

Pg. 52 of the DfE statutory guidance 'Keeping Children Safe in Education' 2020 gives clear guidance on the approach that should be taken when considering whether or not an individual against whom an allegation has been made should be suspended.

The possible risk of harm to children posed by an accused person should be evaluated and managed in respect of the child(ren) involved in the allegations. In some rare cases that will require the Principal to consider asking the staff member to stay at home or suspending the accused until the case is resolved.

Suspension is a neutral act and it should not be automatic. It should be considered in any case where:

- There is cause to suspect a child is at risk of harm; or
- The allegation warrants investigation by the police; or
- The allegation is so serious that it might be grounds for dismissal.

The Principal must consider carefully whether the circumstances warrant suspension and should seek advice from the LADO, Trust HR provider and Chief Executive Officer of the Trust before the employer makes a decision to suspend.

The academy must consider carefully whether the circumstances of the case warrant a person being suspended and all options to avoid suspension should be considered. Inappropriate and unjustified suspension resulting in an individual's resignation can amount, in law, to constructive dismissal.

In cases where the academy is made aware that the Secretary of State has made an interim prohibition order in respect of an individual, it will be necessary to immediately suspend that person from teaching pending the findings of the Teacher Regulation Agency's investigation.

The Principal should also consider whether the result that would be achieved by immediate suspension could be obtained by alternative arrangements e.g. stay at home. In many cases an

investigation can be resolved quickly and without the need for suspension. If the LADO, police and children's social care services have no objections to the member of staff continuing to work during the investigation, the Principal should take advice from the Trust HR provider and be as inventive as possible to avoid suspension. Based on assessment of risk, the following alternatives should be considered by the Principal before suspending a member of staff:

- Redeployment within the academy 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 academy 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, 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 academy or work for the Trust central team
- Stay at home instruction

These alternatives allow time for an informed decision regarding the suspension and possibly reduce the initial impact of the allegation. This will, however, depend upon the nature of the allegation. The Principal should consider the potential permanent professional reputational damage to employees that can result from suspension where an allegation is later found to be unsubstantiated or maliciously intended.

If immediate suspension is considered necessary, the rationale and justification for such a course of action should be agreed and recorded by both the Principal and the LADO. This should also include what alternatives to suspension have been considered and why they were rejected.

Where it has been deemed appropriate to suspend the person, written confirmation should be dispatched within one working day, giving as much detail as appropriate for the reasons for the suspension. The academy will provide effective support for anyone facing an allegation. The person should be informed at the point of their suspension who their named contact is within the organisation and provided with their contact details. This may include occupational health services and the Trust employee assistance programme. They should be advised to contact their trade union representative, if they have one, or a colleague for support. Whilst suspended, the person should be kept informed of both the progress of their case and current work-related issues. Social contact with colleagues and friends should not be prevented unless there is evidence to suggest that such contact is likely to be prejudicial to the gathering and presentation of evidence.

Children's social care services or the police cannot require the Principal to suspend a member of staff or a volunteer, although they should give appropriate weight to their advice. The power to suspend is vested in the Principal, as delegated by the academy trust. However, where a strategy discussion or initial evaluation concludes that there should be enquiries by the children's social care services and/or an investigation by the police, the LADO should canvass police and children's social care services for views about whether the accused member of staff needs to be suspended from contact with children in order to inform the academy consideration of suspension. Police involvement does not make it mandatory to suspend a member of staff; this decision should be taken on a case-by-case basis having undertaken a risk assessment.

8. CRIMINAL PROCEEDINGS.

8.1. If the police or CPS decide not to press charges; decide to issue a caution; or if the person is acquitted by the courts, the employers will request from the police and LADO all the information pertinent to disciplinary proceedings. The police should obtain consent from the individuals involved to share their statements and evidence for use in an employer disciplinary process. If deemed necessary by the Trust, a DP5 (to the police) or FOI request may be made.

The Principal, LADO and HR provider will discuss whether any further action is appropriate and if so, how to proceed taking into account the information from police and social care, and bearing in mind the different standard of proof required in disciplinary and criminal proceedings.

8.2. If the person is convicted by the courts, the employer will be informed straightaway by the police so that appropriate action can be taken.

9. CONFIDENTIALITY.

Media attention during an investigation can add to the problems for the member of staff or volunteer and may even hinder an investigation. Every effort must be made to maintain confidentiality and guard against unwanted publicity when an allegation is being investigated or considered.

The Education Act 2002 (subsequently 2011) introduced reporting restrictions preventing (prohibiting) the publication of any material that may lead to the identification of a teacher who has been accused by, or on behalf of, a pupil from the same school or college (whether that identification would identify the teacher as 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). Early contact with the Chief Executive Officer and Luther Pendragon (Diocese of Winchester) or Neil Pugmire (Diocese of Portsmouth) for advice and support for dealing with media enquiries is therefore strongly advised.

Regrettably it is often the case that the media do become aware of allegations through parents or pupils therefore any briefings to staff, local governors and the Trust Board, must emphasise the need to avoid direct contact with the media.

Advising the member of staff or volunteer of any early indications of media coverage will be essential. The Principal should take advice from the LADO, police, children’s social care and media team, 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.

10. RECORD KEEPING.

The Principal must keep secure records of any concerns or incidents relating to individual staff in an employee’s confidential personnel file. It should be retained for 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. A copy should be provided to the person concerned and include:

- A clear and comprehensive summary of the allegation,
- Details of how the allegation was followed up and resolved,
- A note of any action taken and decisions reached, including the outcome

The purpose of the record is to enable accurate information to be given in response to any future request for a reference, where appropriate. 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. The record must be retained at least until the person has reached normal

In the case of an allegation which is proven to be malicious, the academy documentation must be removed from personnel records.

11. REFERRAL TO PROFESSIONAL BODIES.

REPORTING TO THE DBS

The academy and Trust Board, have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- The harm test is satisfied in respect of that individual;
- The individual has received a caution or conviction for a relevant offence, or if there is reason to believe that individual has committed a listed relevant offence;
- That individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

The DBS will consider whether to bar the person. Referrals should be made as soon as possible after the resignation, removal or redeployment of the individual. Guidance on referrals can be found <https://www.gov.uk/government/collections/dbs-referrals-guidance--2>

Where a teacher's employer, including an agency, dismisses or ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first, they must consider whether to refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002. The Secretary of State may investigate the case, and if s/he finds there is a case to answer, must then decide whether to make a prohibition order in respect of the person.

12. OUTCOMES OF ALLEGATION INVESTIGATIONS AND REFERENCES

12.1 The following definitions 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;
- **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;
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made.

12.2. When allegations are found to be unsubstantiated, the employer should refer the matter to children's social care for assessment of the child's need for services or investigation whether the child may have been abused by someone else.

12.3. When an allegation is deliberately invented, false or malicious, the employer should ask the police whether any action might be appropriate against the person responsible.

12.4 All other matters should be dealt with through the associated policy e.g. complaints, grievance. Further advice can be sought from the Trust HR provider.

12.5 Cases in which an allegation was proven to be false, unsubstantiated, unfounded or malicious should not be included in employer references. A history of repeated concerns or allegations which have all been found to be false, unsubstantiated, unfounded or malicious should also not be included in any reference.

12.6 Where it is decided on the conclusion of a case that a person who has been suspended can return to work, HR and the Principal/CEO will advise how best to facilitate that considering how a person's contact with the child or children who made the allegations can best be managed if they are still at the academy.

13. LEARNING LESSONS.

13.1. At the conclusion of the case in which an allegation is substantiated, the LADO should review the circumstances of the case with the Principal to determine whether there are any improvements

to be made to the academy's procedures or practice to help prevent similar events in the future. This should include issues arising from the decision to suspend the member of staff, the duration of the suspension and whether or not the suspension was justified. Lessons should also be learnt from the use of suspension where the individual is subsequently reinstated.

This policy should be read in conjunction with the Child Protection & Safeguarding Policy.

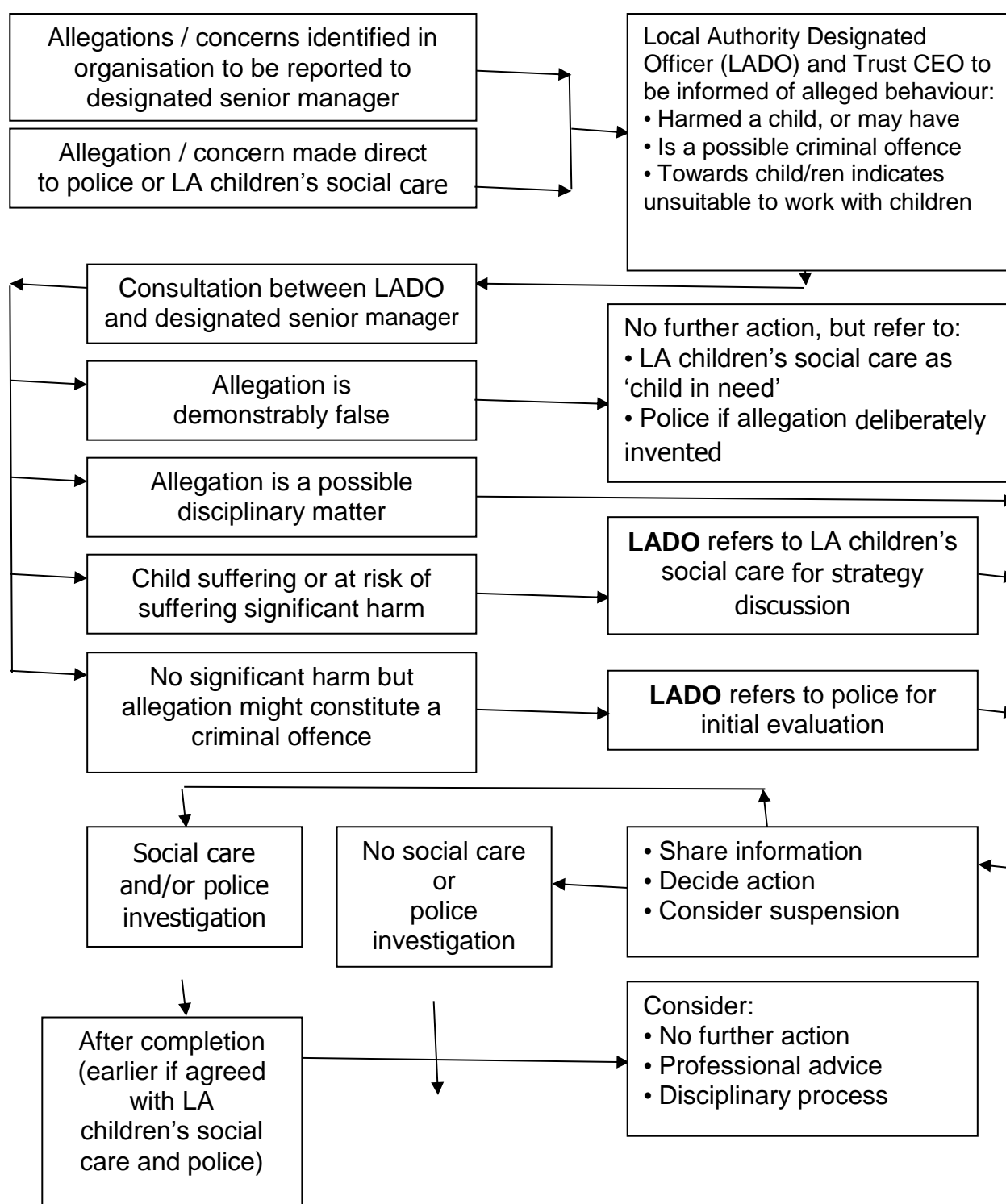
Additional Contacts:

Hampshire Police

(General Enquiries) Telephone 0845 045 45 45 (Emergency) Telephone 999

Appendix 1

ALLEGATIONS / CONCERNS AGAINST STAFF CHILD PROTECTION PROCESS



This form has been designed to help all agencies working with children record and refer information if it is alleged that a person who works with children has:

- Behaved in a way that has harmed, 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 s/he is unsuitable to work with children

Every agency that employs or places people to work with children should designate a senior manager to deal with allegations against staff and volunteers. In the event of an allegation being made that meets any of the above criteria, the manager should complete this form* and **without delay** either fax or e-mail it to the Local Authority Designated Officer (LADO). The manager should then telephone the LADO immediately to discuss the next course of action. .

LADO: Amanda Sheen

Telephone: 01983 823723 Email: lado@iow.gov.uk

**Do not assume that the form has been received*

**Use separate form(s) if more than one child or member of staff/volunteer is involved*

**If you think a child is at immediate risk of significant harm
phone Children's Social Care and/or Police immediately**

CS Professional: 0300 300 0901 Police – 0845 0454545 (999 if an emergency)

When receiving an allegation:

- Treat it seriously and keep an open mind
- **Do not** investigate
- **Do not** make assumptions or offer alternative explanations
- **Do not** promise confidentiality
- Record the details using the child/adult's own words
- Note time/date/place of incident(s), persons present and what was said
- Sign and date the written record
- Do not tell the member of staff/volunteer if this might place the child at risk of significant harm or jeopardise any future investigation. Speak to the LADO before doing anything else.

Referrer Details	
Name:	Job Title
Organisation:	
Address:	
Tel No(s):	E-mail:

Child's Details		
Name:		
Date of Birth:	Ethnicity	M/F:
Home address:		
School:		
Additional information e.g. disability, communication or other special needs; previous child protection concerns		

Parent/Carer Details	
Name:	
Home address:	Tel No(s):

Member of Staff / Volunteer concerned		
Name:		
Date of Birth:	Ethnicity	Tel. no(s)
Job Title:	Employment status	
Employer:		
Home Address:		
Additional information e.g. employment history; previous concerns raised:		
If suspended please give date and reasons:		

Details of allegation/concern – Please include date(s), time(s) and places

Has a parent/carer been informed? If yes please give reason.

Has the member of staff or volunteer been informed? If yes, please give reason.

Action taken within organisation

Action by LADO

Signature of Referrer

Date

Time