**Moorlands Junior School**

**Statement of Procedures for Managing allegations against professionals who work with children**

An allegation is any information which indicates an adult who works with children and young people under 18 (paid or voluntary staff) may have:

· 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;

· Behaved towards a child or children in such a way that indicates he or she may pose a risk of harm to children; or

· Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

This applies to any child the member of staff has contact with in their personal or professional life.

**Allegations concerning School Permanent Staff**

Allegations regarding members of staff at Moorlands Junior School must be reported immediately to the headteacher, or in their absence the deputy headteacher.

The designated safeguarding lead will talk through the concerns presented.

Any allegations concerning the headteacher should be referred to the Chair of Governors, using the contacts details set out

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| Chair of governors | Mr Larry Wilson | [moorlands.admin@trafford.gov.uk](mailto:moorlands.admin@trafford.gov.uk) |

All concerns that meet the above criteria, whomsoever the staff member will be referred to the Local Authority Designated Officer (LADO) within one working day.

Contact details for the LADO:

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| Local authority designated officer (LADO) | Anita Hopkins | 0161 912 5125  [FirstResponse@trafford.gov.uk](mailto:firstresponse@trafford.gov.uk) |

Initial discussions with the LADO will consider the nature of the allegation and next steps.

We will ensure allegations are dealt with properly. In no circumstances will our setting decide to suspend a teacher due to safeguarding concerns, without finding out the facts and liaising with the local authority designated officer (LADO) to determine a suitable outcome unless otherwise advised to pending investigation by LADO or police.

All members of staff are advised that if they feel they may be at risk of an allegation then they should self-report the issue as soon as possible.

**Allegations concerning Supply Staff**

Whilst the setting does not directly employ supply staff, we will ensure allegations are dealt with properly. In no circumstances will our setting 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.

The Governing Body will ensure discussions with the agency take place as to whether it is appropriate to suspend the supply teacher, or redeploy them to another part of the school, whilst they carry out their investigation.

The setting will usually take the lead because agencies do not have direct access to children or other school staff, so they will not be able to collect the facts when an allegation is made, nor do they have all the relevant information required by the LADO as part of the referral process.