

Heckmondwike Grammar School

Policy: Statement of Procedures for dealing with allegations of abuse against staff

Status: Statutory

Last revision by: S Taylor

Date of last revision: September 2025

Open view on website: External/Internal

Approved by:	Headteacher
Approval date:	October 2025
Target review date:	September 2026

Action	Date	By whom
Saved in Staff Shared Drive	October 2025	DJN
On public website (if applicable)	October 2025	JDN
In review schedule	September 2026	SAT

Statement of Procedures for dealing with allegations of abuse against staff

These procedures are contained in our Children Protection and Safeguarding Policy 2025 and can be located in Section 12

Managing Allegations

All staff should follow the school whistle blowing policy if they have concerns in relation to a colleague

Kirklees Local Authority Designated Officer (LADO) Service is available for this school to contact where we have /or have been made aware of a safeguarding concern or an allegation concerning any individual who is in a position of trust with children within any setting.

The definition of being in a position of trust with children, working or volunteering with children is as follows:

1. The definition of being in a position of trust with children, working or volunteering with children is as follows: *An adult who is working or volunteering with children (anyone under the age of 18-year-old) or coming into contact with children through work or volunteering would be seen as being in a position of trust over them. In addition, this would also apply to someone under 18 in the same position e.g. a 17-year-old teaching or instructing a group of children, and/or someone occupying a position of authority, higher position or supervisory duties, over an individual(s) within an organisation.*
2. All safeguarding concerns and allegations relating to harm of a child or young person by any adult in a position of trust with children, will be taken seriously. Such safeguarding concerns and allegations can cover a wide range of circumstances and may arise from a different source, for instance; a report from a child or young person; a concern raised by another adult in the organisation; and/ or a complaint by a parent. Any safeguarding concern or allegation raised in the context of the adult's personal life.
3. The LADO will be informed within 1 working day (or the next working day) when a safeguarding concern or allegation is made; our initial actions will be to collate a fact find, however we will not undertake any investigations prior to contacting the LADO service for an initial conversation.
4. This guidance will be applied in all situations where there are safeguarding concerns or allegations relating to a person who is in a position of trust with children has:
 - Behaved in a way which 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 a way which indicates that he/she may pose a risk to children.
 - Behave or may behave in a way that indicates they may not be suitable to work with children.



5. This can relate to his/her employment or voluntary activity, in relation to a person's private life for instance, where there is transferable risk.
- Childrens Social Care are involved with the adult's own child or children or,
 - Concerns arise about a person's behaviour about their own children or children for which they have a caring role or others roles where they are in a position of trust with children.
 - Concerns arise about the behaviour of a partner, member of the family or other household member.
 - Have behaved in a way that raises safeguarding concerns, these concerns do not have to directly relate to a child. Examples of possible concerns may be criminal acts, misuse of substances or alcohol, sexual assaults, unwanted sexual behaviour, violence against a person(s) or social media / internet misconduct. This list is not exhaustive.
 - Where other information suggests they may pose a risk to any person that may demonstrate a transferable risk within their role with children.

Kirklees LADO Guidance and how to contact Kirklees LADO can be found by clicking the link below.

[Local Authority Designated Officer \(LADO\) | Kirklees Council](#)