

Love Music  
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# Allegations of Abuse Against Staff

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## 1. Statement of Intent

BEAT takes its responsibility of care for its pupils seriously. We will thoroughly investigate allegations of abuse against staff – this will be done in a fair way that does not prejudice either the pupil or the member of staff. Any investigation of an allegation of abuse against a member of staff must follow the objective and professional standards and routines described here.

## 2. Legal framework

2.1. This policy has due regard to all relevant legislation, including, but not limited to, the following:

- The Children Act 1989 and 2004
- The Education Act 2011
- Data Protection Act 2018
- The Education (Independent School Standards) Regulations 2014

2.2. This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2023

2.3. This policy works in conjunction with the following BEAT policies:

- Child Protection and Safeguarding policy
- Disciplinary Procedure and policy
- Low Level Concerns policy
- Staff Code of Conduct
- Data Protection policy
- Whistleblowing policy
- Pay policy

## 3. Scope of this Policy

**NB. 'Child' refers to anyone under the age of 18.**

This policy covers the process for dealing with allegations that meet the harms threshold, which are allegations where it is alleged that anyone working for BEAT, including supply teachers, volunteers and contractors, 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.
- Behaved towards a child or children in a way that indicates they 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, including in relation to behaviour that may have happened outside of school that might make the individual unsuitable to work with children.

Procedures for managing allegations that do not meet the harms threshold (also known as 'low-level concerns') are not covered in this policy. Low-level concerns will not be viewed as insignificant, but as any concerns that do not meet the harms threshold set out above.

A low-level concern is any concern that an adult working in or on behalf of the school may have acted in a way that:

- is inconsistent with the Staff Code of Conduct, including inappropriate conduct outside of work
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to LADO.

For the purpose of this policy “allegation” refers to allegations that meet the harms threshold.

#### **4. Roles and Responsibilities**

The Board of Trustees will be responsible for:

- Ensuring this policy is implemented consistently in BEAT
- Ensuring welfare support is put in place for staff subject to allegations.
- Making the final decision of whether a member of staff subject to an allegation should be suspended.

The Chair of Trustees, will be responsible for acting as the case manager for allegations relating to the CEO.

The CEO, will be responsible for acting as the case manager for allegations, unless the allegation relates to them or there would be a conflict of interest if they were the case manager.

The case manager will be responsible for:

- Informing the LADO as soon as an allegation is reported
- working with the LADO when dealing with allegations

The DSL will be responsible for making referrals to MASH including children’s social care services (CSCS) and/or the police where necessary.

The LADO will provide advice and guidance to BEAT when considering allegations.

#### **5. Initial Response**

5.1. The CEO will discuss the matter with the LADO and provide any further details of the allegation and the circumstances in which it was made. The CEO should not investigate the allegation at this stage. The discussion will also consider whether there is evidence or information that establishes that the allegation is false or unfounded.

5.2. If the allegation is not patently false and there is cause to suspect that a child is suffering, or is likely to suffer, significant harm, the LADO will immediately refer it to children’s social care and ask for a strategy discussion, in accordance with ‘Working Together to Safeguard Children’, to be convened straight away. In those circumstances, the strategy discussion should include the LADO and the CEO.

5.3. If there is not cause to suspect that “significant harm” is an issue, but a criminal offence might have been committed, the LADO should immediately inform the police and convene a similar discussion to decide whether a police

investigation is needed. That discussion may also involve the child's school and any other agencies involved with the child.

## **6. Action Following Initial Consideration**

- 6.1. Where the initial consideration decides that the allegation does not involve a possible criminal offence, it will be for the CEO to deal with it. In such cases, if the nature of the allegation does not require formal disciplinary action, the CEO 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.
- 6.2. Where further investigation is required, the CEO should discuss who will undertake that with the LADO.
- 6.3. The investigating officer should aim to provide a report to the CEO within 10 working days.
- 6.4. On receipt of the report of the investigation, the CEO and Trustee Safeguarding Lead (Chair of Trustees if not available) should consult the LADO and decide whether a disciplinary hearing is needed within two working days. If a hearing is needed it should be held within 15 working days.
- 6.5. In any case in which children's social care has undertaken enquiries to determine whether the child or children are in need of protection, the CEO should take account of any relevant information obtained in the course of those enquiries when considering disciplinary action.
- 6.6. The LADO should continue to liaise with BEAT to monitor progress of the case and provide advice or support when required or requested.

## **7. Cases Where Crimes May Have Been Committed**

- 7.1. If there is no cause to suspect that significant harm is an issue, but a criminal offence might have been committed, the LADO should immediately inform the police and convene a similar discussion to decide whether a police investigation is needed. That discussion should also involve BEAT.
- 7.2. Where the involvement of children's social work services is not required, as the pupil is not assessed to be at risk of significant harm, but a police investigation continues, the LADO should agree with the police, BEAT and any other agency involved with the child, the nature of the allegation and how this must be addressed.
- 7.3. This joint evaluation discussion must take place within one working day of the referral and must consider how to progress enquiries e.g. a criminal process parallel with a disciplinary process or whether disciplinary action needs to be suspended until police enquiries/prosecution are completed.
- 7.4. These investigations must be reviewed by the police no later than four weeks after the joint evaluation discussion has concluded and, thereafter, at fortnightly or monthly intervals.
- 7.5. If the police and/or the Crown Prosecution Service (CPS) decide not to charge the individual with an offence, decide to administer a caution, or the person is acquitted by a court, the police should pass all information they have

which may be relevant to a disciplinary case to BEAT without delay. In those circumstances, the CEO should deal with the case in consultation with the LADO.

7.6.If the person is convicted of an offence, the police should also inform the employer straight away so that the appropriate action can be taken.

## **8. Allegations Which are Likely to Necessitate an Immediate Referral to Child Protection**

8.1.The following situations will require immediate referral to child protection:  
Where the pupil has suffered, is suffering, or is likely to suffer significant or serious harm

Where the pupil alleges that a criminal offence has been committed

Any allegation of a sexual nature

8.2.The CEO should be aware that some other complaints may also be regarded as child protection issues and, therefore, each complaint should be carefully considered in consultation with the LADO before taking any action.

8.3.Where allegations of the above are referred to children's services, subsequent action will be in accordance with the Local Safeguarding Children Board (LSCB) procedures

## **9. Suspension**

9.1.The possible risk of harm to children posed by an accused person needs to be effectively evaluated and managed in respect of the child(ren) involved in the allegations. In some cases, that will require BEAT to consider suspending the person until the case is resolved.

9.2.Suspension must not be an automatic response when an allegation is reported. If BEAT is concerned about the welfare of other children in the community or the teacher's family, those concerns should be reported to the LADO or police, but suspension is highly unlikely to be justified on the basis of such concerns alone.

9.3.Suspension should only be considered in a case where there is cause to suspect a child or other children at the school is or are at risk of significant harm, or the allegation warrants investigation by the police, or is so serious that it might be grounds for dismissal; however, a person should not be suspended automatically, or without careful thought being given to the particular circumstances of the case.

9.4.BEAT must consider carefully whether the circumstances of the case warrant a person being suspended from contact with children at school or BEAT activities until the allegation is resolved and may wish to seek advice from the LADO.

9.5.BEAT should also consider whether the result that would be achieved by suspension could be obtained by alternative arrangements. For example, redeployment so that the individual does not have direct contact with the child concerned or providing an assistant to be present when the individual

has contact with children. This allows time for an informed decision regarding the suspension and possibly reducing the initial impact of the allegation. This will, however, depend upon the nature of the allegation.

9.6. BEAT should consider the potential permanent, professional and reputational damage to teachers that can result from suspension where an allegation is later found to be unsubstantiated, unfounded or maliciously intended.

9.7. Where it has been deemed appropriate to suspend the person, written confirmation should be dispatched within one working day, giving the reasons for the suspension. The person should be informed at that point who their named contact is within the organisation and provided with their contact details.

9.8. The Local Authority (LA) children's social care services or the police cannot require BEAT to suspend a member of staff or a volunteer, although BEAT should give appropriate weight to their advice.

9.9. The power to suspend is vested in the CEO or the Board of Trustees, who are the employers of BEAT staff.

9.10. In certain circumstances, where a strategy discussion or initial evaluation concludes that there should be enquiries by the LA children's social care services/MASH and/or an investigation by the police, the LADO should canvass police and the LA children's social care services for views about whether the accused member of staff needs to be suspended from contact with children to inform BEAT's consideration of suspension.

9.11. A risk assessment should be carried out for each individual case to determine whether the member of staff should be suspended. The assessment should take into account the context of the allegation, background information in relation to the member of staff, and any outcome following the strategy meeting. It should also take into account whether a temporary transfer or period of paid leave is appropriate as an alternative to suspension. The assessment must be recorded and a copy kept on file.

## **10. Strategy Meeting**

10.1. A strategy meeting will be convened within one working day of the referral being made and chaired by the child protection and review unit.

10.2. The LADO and all relevant personal including, where appropriate, the CEO, should attend this meeting in order to share information and participate in the planning of any enquiries.

10.3. The strategy meeting will be conducted in accordance with LSCB procedures.

10.4. The purpose of the strategy meeting is to:

- Consider the risk to the pupil directly involved and other pupils.
- Share all relevant information about the person who is the subject of the allegation and about the alleged victim.
- Determine the need for investigation and who is responsible for carrying it out.
- Plan the investigation/enquiries and set timescales for tasks to be

undertaken.

- Consider whether any other children are affected by the allegations e.g. the person's own children, grandchildren, or other children in the agency setting such as children placed with foster carers, childminders, or youth clubs.
- Ensure that the person who is the subject of the allegation is kept informed and supported.
- Decide how regular information and support will be provided to the child and family and by whom.
- Plan all interviews and agree who should undertake them so that there is no confusion between a criminal investigation (Section 47 Enquiry) and disciplinary processes.
- Consider the need to inform relevant parties.
- Jointly consider how to manage any media interest.
- Consider whether the circumstances require the person who is subject to the allegation to be suspended from contact with pupils; this may change as the investigation progresses and should be reviewed regularly.
- Consider the appropriate course of action if the allegation is against a trustee, a temporary member of staff or a supply teacher.

## **11. Strategy Meeting Attendance**

11.1. Attendance will be determined by BEAT procedures but will usually include representatives from children's services/MASH.

11.2. The member of staff who is the subject of the allegation will not be invited to attend the meeting; however, the strategy meeting will agree when and how the member of staff will be informed.

11.3. The minutes of the strategy meeting will be circulated by the chair of the meeting to relevant parties.

## **12. Communication Following the Strategy Meeting**

12.1. The following people should be informed of the outcome of the strategy meeting:

- The pupil making the allegation and their parents should be informed of the likely course of action and that the matter is confidential and must not be discussed.
- The member of staff against whom the allegation has been made should be informed of the likely course of action – a record should be kept on the individual's personal file.
- The Chair of Trustees and Trustee Safeguarding lead should be informed of the likely course of action.

12.2. Subsequent strategy meetings should be held fortnightly, or at a minimum monthly, to review progress.



### **13. Monitoring progress**

- 13.1. The LADO should regularly monitor the progress of cases, either by reviewing strategy meetings, or by liaising with the police and/or children's social work services colleagues or BEAT, as appropriate.
- 13.2. Reviews should be conducted at fortnightly or monthly intervals, depending on the complexity of the case.

### **14. Referral to Disclosure and Barring Service (DBS)**

If an allegation is found to be substantiated and the member of staff is dismissed, resigns or otherwise ceases to provide their services to BEAT, or BEAT ceases to use the person's services, BEAT has a legal duty to make a referral to the DBS. The CEO will consider whether to refer the matter to the TRA to consider prohibiting the individual from teaching.

### **15. Keeping Records**

- 15.1. It is important that a clear and comprehensive record of any allegation is made even if police/disciplinary action is not taken or proven. This should include details of the allegation, how the allegation was followed up and resolved, and a note of any action taken, including any sanctions imposed.
- 15.2. The record should be kept on the member of staff's personal file.
- 15.3. The purpose of this record is to enable accurate information to be given in response to any future reference request if the individual leaves BEAT.
- 15.4. It is also important that accurate and detailed information is held in the event that the DBS makes requests for further information. This information is given to the DBS, if requested, due to the nature of the allegation. A comprehensive record of all allegations will provide clarification in cases where a future DBS disclosure reveals information from the police about an allegation which did not result in a criminal conviction.
- 15.5. The record should be retained until normal retirement age or for 10 years; whichever is the shortest period of time.
- 15.6. All records will be managed in line with BEAT's Data Protection Policy

### **16. Confidentiality**

- 16.1. The LADO will discuss with the CEO what information will be shared and with whom, alongside which actions will be taken to manage any possible breaches of confidentiality or press interest.
- 16.2. Information regarding an allegation will only be shared with necessary parties. Every effort will be made to protect the privacy of all parties involved in an allegation. Confidentiality will also be maintained to ensure a fair investigation can be undertaken.
- 16.3. Breaches in confidentiality will be taken seriously and may warrant a separate investigation.
- 16.4. BEAT will not provide the media with any information regarding an allegation.

## **17. Unsubstantiated, Unfounded, False or Malicious Allegations.**

- 17.1. If an allegation made by a pupil is proved to be unsubstantiated, unfounded, false or malicious, action should be taken to determine whether the person who made the allegation is in need of services help or may have been abused by someone else and this is a cry for help. If this is the case, the DSL will decide whether a referral to CSCS needs to be made.
- 17.2. If a report is shown to be deliberately invented, the CEO should consider whether any disciplinary action is appropriate against the individual who made it, in accordance with BEAT's Disciplinary policy (for staff) or Behaviour Policy (for pupils).
- 17.3. If it is clear to the CEO and the LADO that the allegation is proven to be unsubstantiated, unfounded, false or malicious, the member of staff should be informed orally and in writing of the allegation, that it is without foundation and that no further action will be taken.
- 17.4. Where appropriate, and if requested, support should be offered, which could include occupational health and counselling services.
- 17.5. Documentation should be retained on the employee's personal file to demonstrate that the allegation was malicious.

## **18. Learning Lessons**

Where an allegation has been made against a member of staff, lessons can be learned, whether the allegations are proven or not. At the conclusion of a case, relevant parties should discuss what can be learned and, therefore, lead to improved practice, either BEAT's procedures or to help prevent similar events in the future. The LADO and the CEO should review the case.

## **19. Information sharing**

- 19.1. In a strategy meeting or initial evaluation of the case, the agencies concerned must share all relevant information they have about the person who is the subject of an allegation, and about the alleged victim.
- 19.2. Staff attending the strategy meeting should be prepared with the appropriate information, e.g. full name, address, when their latest DBS check was completed, start date, involvement in youth activities, children of their own, and any other information that could be helpful.
- 19.3. As per procedures, the police should obtain consent from the individuals concerned to share the statements and evidence they obtain with BEAT for disciplinary purposes. This should be done as their investigation proceeds rather than after it has concluded. This will enable the police to share relevant information without delay at the conclusion of their investigation or any court case.
- 19.4. Children's social services should adopt a similar procedure when making enquiries to determine whether the pupil named in the allegation is in need of protection or services, so that any information obtained in the course of those enquiries, which is relevant to a disciplinary case, can be passed to BEAT without delay.

## 20. Resignations and 'Compromise Agreements'

20.1. The fact that a person tenders his or her resignation, or ceases to provide their services, must not prevent an allegation being followed up in accordance with these procedures.

20.2. It is important that every effort is made to reach a conclusion in all cases of allegations bearing on the safety or welfare of children, including any in which the person concerned refuses to cooperate with the process.

20.3. Wherever possible, the person should be given a full opportunity to answer the allegation and make representations about it.

20.4. The process of recording the allegation and any supporting evidence, and reaching a judgement about whether it can be regarded as substantiated on the basis of all the information available, should continue even if representations cannot be given or the person does not cooperate. It may be difficult to reach a conclusion in those circumstances, and it may not be possible to apply any disciplinary sanctions if a person's period of notice expires before the process is complete, but it is important to reach and record a conclusion wherever possible.

## 21. Supporting Those Involved

### 21.1. Supporting Staff Subject to an Allegation

BEAT has a duty of care to their employees. They should act to manage and minimise the stress inherent in the caused by the allegations

Individuals should be informed of concerns or allegations as soon as possible and given an explanation of the likely course of action, guided by the LADO, and the police where necessary. unless there is an objection by the LA children's social care services or the police.

The individual should be advised to contact their trade union representative, if they have one, or a colleague for support. They could also be given access to welfare counselling or medical advice.

BEAT should appoint a named representative to keep the person who is the subject of the allegation informed of the progress of the case and consider what other support is appropriate for the individual; this may include occupational health.

Particular care needs to be taken when employees are suspended to ensure that they are kept informed of both the progress of their case and current work-related issues.

Social contact with colleagues and friends must not be prevented unless there is evidence to suggest that such contact is likely to be prejudicial to the gathering and presentation of evidence.

### 21.2. Supporting the Pupils and Parents:

Parents or carers of a child or children involved should be told about the allegation as soon as possible if they do not already know of it; however, where a strategy discussion is required, or the police or LA children's social care services/MASH need to be involved, the CEO should not do so until those agencies have been consulted and have agreed what information can be disclosed to the parents.

Parents should also be kept informed about the progress of the allegation, including the outcome and any action taken

Parents will be made aware of the requirements to maintain confidentiality and guard against unwanted publicity about any allegations made against staff whilst investigations are in progress.

In deciding what information to disclose, careful consideration should be given to the provisions of the Data Protection Act 2018, the law of confidence and, where relevant, the Human Rights Act 1998.

21.3. Supporting staff who report an allegation:

BEAT will ensure that all staff feel equipped and supported to report any allegations or concerns.

## Appendix 1: Definitions

### Child

A child refers to anyone under the age of 18.

## **Significant Harm**

This is the threshold where compulsory social care intervention must take place. This was introduced by the Children Act 1989 and the Law Commission provided the following definition: "Harm as a concept should be taken to include not only ill-treatment (including sexual abuse and forms of ill treatment that are not physical), but also the impairment of physical or mental health and the impairment of physical, emotional, social or behaviour development".

## **Definitions of Abuse**

Abuse can be either physical, sexual, emotional harm, or a form of neglect. The definitions of different types of abuse are below:

### **Abuse:**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children.

### **Physical Abuse:**

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

### **Emotional Abuse:**

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless, unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

### **Sexual Abuse:**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, and rubbing and touching the outside of clothing. They may also include non-contact activities, such as involving children in looking at, or the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect: T**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Position of trust**

Those working with children and young people should understand that they are in positions of power and trust in relation to these groups. There is potential for exploitation and harm to children and young people, and employees have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification. Employees should always maintain professional boundaries and avoid behaviour which might be misinterpreted by others.

**Substantiated:**

There is sufficient evidence to prove the allegation

**Malicious:**

There is sufficient evidence to disprove the allegation

**False:**

There is sufficient evidence to either prove or disprove the allegation

**Unsubstantiated:**

There is sufficient evidence to either prove or disprove the allegation

**Unfounded:**

There is no evidence or proper basis which supports the allegations being made.

## Appendix 2: Information Guide for Employees Facing Allegations

The aim of this information guide is to explain the processes involved, and the support and guidance available, if it is alleged that that you have:

- Harmed a pupil or put a child at risk of harm.
- Committed a criminal act towards a pupil.
- Behaved in a way that raises concern about the risk you may pose to children or young people.

### 1. Initial action

As soon as possible after the allegation is made, the CEO should consult the Local Authority Designated Officer (LADO) to discuss the next action points, taking advice from social care and the police as needed. The police may advise that you are not told about the allegation immediately.

The CEO's decision in consultation with the LADO will be one, or a combination of the following:

- a. The pupil is alleged to have suffered, or is likely to suffer, significant harm - which requires immediate referral to social care.
- b. A criminal offence is alleged – this requires referral to social care and police.
- c. The allegation represents poor or inappropriate behaviour – this should be considered under BEAT's disciplinary and/or capability procedures, including referral, if appropriate, to an occupational health advisor.
- d. The allegation is clearly and demonstrably without foundation and no further action will be taken.

If the conclusions of the initial discussions are a. or b., a strategy discussion should take place involving police, social care, the CEO, and LADO. You should not be present. The discussion will focus on the needs of the pupil(s) who may be at risk. It will determine what action should be taken regarding further investigation, but it is not part of any disciplinary procedures.

If the initial discussions conclude the situation is as outlined in c., an investigation will be initiated under BEAT's disciplinary and/or capability procedures.

If the conclusion is as outlined in d. you should be told orally and in writing that the allegation is without foundation, and that no further action will be taken.

### 2. Types of Possible Investigation

The types of investigation that may be undertaken are:

Child protection inquiries by social care.

Criminal investigation by police.

Disciplinary/capability investigation.



A disciplinary investigation will usually be held in abeyance until external agency investigations are complete, unless prior agreement is reached. Whilst these investigations should be conducted as speedily as possible, they should also be balanced against the need to be thorough and fair, in line with natural justice. Statements taken in external investigations could be used in subsequent disciplinary proceedings.

### **3. Suspension**

Suspension is a neutral act and should not be automatic. Where possible, the decision to suspend should be informed by the strategy discussion, and should only occur when the known facts relating to the allegation indicate:

A pupil may be at risk.

The allegations are so serious that dismissal for gross misconduct is possible.

Suspension is necessary to allow the conduct of the investigation to proceed unimpeded.

Alternatives to suspension will be considered, e.g. leave of absence, transfer of duties, additional supervision.

Where suspension is being considered, an interview with you will normally be arranged. You have the right to be accompanied by a trade union representative or a colleague. You are advised to seek the assistance of your union representative. If you are suspended, one of his/her roles will be to promote your interests and raise issues that may be of concern to you.

The interview is not an examination of the evidence, but an opportunity for you to make representations concerning possible suspension.

Other people, including other staff, should only be told about the allegation on a 'need-to-know basis'. Notification may be delayed if the police think this could prejudice an investigation.

Those who will be told of the allegation and likely course of action include you, the pupil concerned, his/her parent, the person making the allegation, your manager, the CEO, the LADO and the investigating agencies as above.

If you are suspended, those persons likely to be on a disciplinary panel, if convened, will be given limited information so any future disciplinary process is not prejudiced. If the matter becomes common knowledge, it may be necessary to issue a brief statement, agreed by the agencies concerned, to parents, pupils and the public.

### **4. Support**

You should expect to be:

- Advised to contact your union representative.
- Given a support contact within the organisation who should keep you up to date with the progress of your case.
- Given a team contact, if you are suspended, who will update you about normal organisation activities. Social contact with colleagues should not be precluded unless this would be detrimental to the investigation. The type of information and frequency of contact should be agreed, but colleagues should not comment on or discuss the investigation.

- Offered staff counselling service and/or occupational health support.

This may be a stressful time, so in addition to contacting your union representative, you are advised to see your GP if you think your health may be affected

## Document History

Date	Reason for Change	Change Controller
June 2020	New Document	SB
October 2023	Minor modifications.	SB & PSW
October 2023	New Format Applied	

Signed..........Chair of Trustees

Name Martin Baker

Date 4 September 2023

Signed..........Chief Executive

Name Sharon Broughall

Date 4 September 2023