

Daffodil Grammar School for Girls

Allegations Against Staff, Supply Staff, Volunteers and Contractors Policy

School: Daffodil Grammar School for Girls

Address: 163 Commercial Road, London, E1 2DA

Phase: Independent secondary school, Key Stage 3

Policy owner: Headteacher

Applies to: All staff, agency staff, supply staff, volunteers, contractors, governors, proprietors, visiting professionals and any adult working in or on behalf of the school

Review cycle: Annual

Document control

Document title: Allegations Against Staff, Supply Staff, Volunteers and Contractors Policy

Current statutory reference point: Keeping Children Safe in Education 2025, in force from 1 September 2025. A 2026 draft exists for consultation, but it is not yet the operative version.

Local authority area: Tower Hamlets

LADO contact: 020 7364 0677, LADO@towerhamlets.gov.uk. Tower Hamlets states that employers and professionals should complete the referral form and email it to the LADO mailbox, and that contact should be made within 24 hours of becoming aware of an allegation.

1. Policy statement

Daffodil Grammar School for Girls is committed to safeguarding and promoting the welfare of children and to dealing fairly, quickly and appropriately with any concern or allegation about an adult working in or on behalf of the school. The school recognises that allegations against adults must be managed with great care. The welfare of the child is paramount. At the same time, staff who are subject to concerns must be treated fairly, with proper regard to confidentiality, due process and support.

This policy sets out the school's procedure where a concern or allegation may meet the harm threshold. It should be read alongside the school's Safeguarding and Child Protection Policy, Low-Level Concerns Procedure, Staff Code of Conduct, Whistleblowing Policy, Safer Recruitment Procedure and Disciplinary Procedure.

KCSIE 2025 requires schools to have procedures for managing allegations against people who work with children, including supply staff, contractors and volunteers, in a way that is consistent with local safeguarding procedures.

2. Purpose

The purpose of this policy is to:

1. protect children from harm
2. ensure allegations are recognised, reported and managed promptly
3. ensure the school acts in line with KCSIE 2025 and local Tower Hamlets procedures
4. distinguish clearly between low-level concerns and allegations that may meet the harm threshold
5. ensure that internal action does not compromise police or social care investigation
6. provide a fair process for all parties
7. ensure proper recording, oversight and review

3. Scope

This policy applies to all adults working in or on behalf of Daffodil Grammar School for Girls, including:

- 3.1 employees
- 3.2 agency staff
- 3.3 supply staff
- 3.4 volunteers
- 3.5 contractors
- 3.6 proprietors and governors
- 3.7 visiting professionals
- 3.8 any other adult engaged in school activities or present on site through the school's arrangements

4. Legal and statutory framework

This policy is informed by and should be applied in line with:

- 4.1 Keeping Children Safe in Education 2025, in force from 1 September 2025.
- 4.2 Tower Hamlets LADO procedures, including the direction to complete the referral form and email it to LADO@towerhamlets.gov.uk.
- 4.3 The requirement to consult the LADO where the school is in doubt whether the harm threshold is met.

5. Harm threshold

This policy applies where an adult has allegedly:

- 5.1 behaved in a way that has harmed a child, or may have harmed a child
- 5.2 possibly committed a criminal offence against or related to a child
- 5.3 behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- 5.4 behaved or may have behaved in a way that indicates they may not be suitable to work with children

These are the current KCSIE 2025 threshold criteria.

6. Difference between an allegation and a low-level concern

A low-level concern is any concern, no matter how small, that an adult may have acted in a way that is inconsistent with the Staff Code of Conduct, but which does not appear to meet the harm threshold. Low-level concerns are managed under the school's Low-Level Concerns Procedure.

If there is any doubt about threshold, the matter must be referred to the Headteacher and advice must be sought from the LADO. KCSIE 2025 says schools should consult the LADO if they are unsure whether the harm threshold is met.

7. Named reporting routes

7.1 Allegation against any member of staff other than the Headteacher

The allegation must be reported immediately to the **Headteacher**.

7.2 Allegation against the Headteacher

The allegation must be reported immediately to the **Proprietor**.

7.3 Allegation requiring local authority advice

The Headteacher, or the Proprietor where the allegation concerns the Headteacher, must contact the **Tower Hamlets LADO** without delay where the harm threshold may be met or where there is uncertainty.

Tower Hamlets LADO

Telephone: 020 7364 0677

Email: LADO@towerhamlets.gov.uk

Tower Hamlets states that the referral form should be completed and emailed to the LADO mailbox.

7.4 Immediate risk of harm

If a child is at immediate risk, the school must act at once and contact the appropriate agency.

Tower Hamlets Children's Social Care / MASH: 020 7364 5601 or 020 7364 5606

Emergency Duty Team: 020 7364 4079

Police non-emergency: 101

Police emergency: 999

The MASH and out-of-hours contacts are also reflected in the school's existing safeguarding policy.

8. Immediate action on receipt of an allegation

When an allegation is received, the Headteacher, or the Proprietor where the allegation concerns the Headteacher, must:

8.1 take the allegation seriously

8.2 make a clear written record of the allegation, using the exact words where possible

8.3 record the date, time, source of the allegation and any immediate action taken

8.4 not ask leading questions

8.5 not investigate the matter internally at that stage

8.6 not promise confidentiality to the reporting person

8.7 consider whether immediate safeguarding action is needed to protect any child

8.8 seek LADO advice without delay where the harm threshold may be met or where there is doubt

9. Immediate safeguarding measures

The school will act promptly to protect children. Depending on the circumstances, this may include:

9.1 increased supervision

9.2 temporary redeployment of the adult

9.3 restricting access to pupils or parts of the site

9.4 arranging support for the child

9.5 contacting Children's Social Care

9.6 contacting police

Protective action must be proportionate, justified and recorded.

10. Contact with the LADO

The Headteacher or Proprietor must contact the Tower Hamlets LADO as soon as possible and, in line with Tower Hamlets guidance, within 24 hours of becoming aware of the allegation.

The school will:

- 10.1 complete the relevant referral form
- 10.2 provide factual information only
- 10.3 avoid assumptions and unsupported conclusions
- 10.4 follow the LADO's advice
- 10.5 attend any strategy meeting or discussion required
- 10.6 cooperate with police, social care and local authority processes

11. Internal investigation before external advice

The school must not start a full internal investigation before taking external advice where that is required. In particular, the school must not:

- 11.1 conduct formal witness interviews beyond an initial factual account
- 11.2 question the adult in detail about the allegation
- 11.3 gather extensive evidence in a way that could compromise safeguarding or criminal investigation
- 11.4 make disciplinary findings before threshold and process are clarified

12. Informing the adult concerned

The adult who is the subject of the allegation will be informed as soon as it is appropriate to do so. The timing depends on:

- 12.1 LADO advice
- 12.2 police advice
- 12.3 social care advice
- 12.4 the need to protect children and preserve evidence

The adult will be treated fairly and with dignity throughout the process.

13. Support for the child

The school will ensure that the child or children concerned are supported. This may include:

- 13.1 pastoral support
- 13.2 a trusted adult
- 13.3 safeguarding support
- 13.4 timetable or supervision adjustments
- 13.5 liaison with parents, where appropriate and safe
- 13.6 referral to external support where needed

14. Support for the adult concerned

The school recognises that allegations can be distressing. The school will therefore consider:

- 14.1 appointing a named contact person
- 14.2 keeping the adult informed, as far as appropriate
- 14.3 reminding the adult of available support
- 14.4 allowing access to trade union or professional advice

15. Suspension or alternatives to suspension

Suspension will not be automatic. The school will consider whether alternatives can safely manage the risk.

Alternatives may include:

- 15.1 temporary redeployment
- 15.2 restricted duties
- 15.3 increased supervision
- 15.4 removal from particular classes or areas
- 15.5 temporary home working, if appropriate

Any decision must be based on safeguarding need, fairness, and external advice where relevant.

16. Supply staff, contractors and volunteers

If the allegation concerns a supply worker, contractor or volunteer, the school will:

- 16.1 report the matter immediately to the relevant employer or agency
- 16.2 seek LADO advice where threshold may be met
- 16.3 decide whether the individual should continue to access site or pupils
- 16.4 keep a full written record of action taken

KCSIE 2025 requires allegations procedures to apply to supply staff, volunteers and contractors.

17. Confidentiality and information sharing

Allegations will be handled sensitively and confidentially. Information will be shared only with those who need to know for safeguarding, employment, legal or investigatory purposes.

The school will avoid unnecessary disclosure and will maintain proper record security.

18. Record-keeping

The school will keep a secure written record of:

- 18.1 the allegation
- 18.2 how it was reported
- 18.3 the date and time of receipt
- 18.4 the person receiving it
- 18.5 actions taken
- 18.6 external advice received
- 18.7 decisions made
- 18.8 reasons for decisions
- 18.9 the final outcome
- 18.10 any follow-up action
- 18.11 any referral made to the DBS, TRA or other body

Records will be confidential, accurate and retained in line with statutory guidance and the school's retention arrangements.

19. Possible outcomes

Outcomes may include:

- 19.1 substantiated
- 19.2 unsubstantiated
- 19.3 unfounded
- 19.4 false
- 19.5 malicious

The outcome and rationale must be recorded clearly.

20. Referrals to external bodies

Where legal thresholds are met, the school will make referrals as required, including to:

- 20.1 the Disclosure and Barring Service
- 20.2 the Teaching Regulation Agency, where relevant
- 20.3 other regulatory or statutory bodies, where required

KCSIE 2025 requires schools to have procedures for making DBS referrals where a person has harmed, or poses a risk of harm to, a child, and to consider TRA referral for teachers where appropriate.

21. Communication with parents

The school will communicate with parents in a way that is lawful, fair, proportionate and consistent with safeguarding advice. The school will not share information that could compromise an investigation or place a child at risk.

22. Media, social media and reputation management

Staff, parents and pupils must not discuss allegations publicly or on social media. The school will respond to external enquiries through authorised leadership channels only.

23. Malicious or false allegations

If an allegation is shown to be malicious or false, the school will consider what further action is appropriate. This may include:

- 23.1 pastoral support
- 23.2 behaviour intervention
- 23.3 safeguarding review
- 23.4 disciplinary response where appropriate

The school will remain cautious and evidence-led. A finding that an allegation is not substantiated does not mean it was false.

24. Lessons learned

At the conclusion of a case, the Headteacher and Proprietor will review whether:

- 24.1 safeguarding arrangements need strengthening
- 24.2 staff training needs updating
- 24.3 supervision arrangements need improving
- 24.4 site or operational controls need revision
- 24.5 linked policies require amendment

25. Staff awareness and training

All staff must know:

- 25.1 how to report an allegation
- 25.2 the difference between a low-level concern and an allegation
- 25.3 that allegations must be reported immediately
- 25.4 that they must not investigate themselves
- 25.5 that the welfare of the child is paramount

26. Linked policies and procedures

This policy should be read alongside:

- 26.1 Safeguarding and Child Protection Policy

- 26.2 Low-Level Concerns Procedure
- 26.3 Staff Code of Conduct
- 26.4 Whistleblowing Policy
- 26.5 Safer Recruitment Procedure
- 26.6 Disciplinary Procedure
- 26.7 Complaints Policy, where relevant

Allegation Against Staff Reporting Form

Daffodil Grammar School for Girls

Allegation Against Staff, Supply Staff, Volunteers and Contractors Reporting Form

1. Person completing this form

Name:

Role:

Date:

Time:

Contact details:

2. Person who is the subject of the allegation

Full name:

Role or position:

Employment status: employee / supply / contractor / volunteer / governor / proprietor / other

Organisation, if not directly employed by the school:

3. Child or children involved

Name of child:

Year group:

Any other child involved:

Immediate safeguarding risk identified: yes / no

4. Nature of allegation

Please give a clear factual account of what has been alleged. Use the exact words used by the reporting person or child where possible. Do not include assumptions or conclusions.

5. Harm threshold consideration

Does the allegation suggest that the adult may have:

- 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

Tick all that apply.

6. Source of allegation

Who raised the concern?

Child / parent / staff member / volunteer / contractor / other

Name of reporting person:

If anonymous, state anonymous.

7. Date, time and location of incident or concern

Date:

Time:

Location:

8. Immediate actions taken

Record any immediate protective actions taken, including support for the child and any restriction placed on the adult.

9. Headteacher or Proprietor notified

Name of person notified:

Date:

Time:

10. Was the Tower Hamlets LADO contacted?

Yes / No

If yes:

Date:

Time:

Name of officer spoken to:

Advice received:

11. Other agencies contacted

Children's Social Care / MASH: yes / no

Police: yes / no

Emergency Duty Team: yes / no

Other:

Details of contact, including date, time and advice received:

12. Adult informed?

Yes / No

If yes, state by whom, when and in what terms.

If no, record why not.

13. Decision at this stage

Record whether the matter is:

- referred to LADO
- under external investigation
- subject to internal safeguarding action only at this stage
- no further action at this stage
- other

14. Support arrangements

Support provided to child:

Support provided to adult:

15. Record of follow-up action

Dates, actions, meetings, advice and outcomes:

16. Final outcome

Substantiated / Unsubstantiated / Unfounded / False / Malicious

Date outcome reached:

Summary of rationale:

17. External referrals following outcome

DBS referral made: yes / no

TRA referral made: yes / no

Other referral made: yes / no

Details:

18. Lessons learned / policy follow-up

Record any required changes to supervision, training, procedures or policy.

19. Signed

Name:

Role:

Signature:

Date: