



## Handling allegations of abuse made against teachers and other staff, including supply teachers and volunteers

### Summary of Allegation/Concern

#### Please retain in personnel file

#### Explanatory statement:

This statement is made in accordance with paragraphs 335 to 405 of Keeping Children Safe in Education 2021.

This document covers the outcome of safeguarding allegations made against employees, supply staff and volunteers working within Suffolk schools.

There is a requirement to keep a clear and comprehensive summary of any allegation(s), how the allegation(s) was followed up and resolved, and a note of any action taken and decisions reached.

This record must be completed for all cases where one of the following determinations has been reached:

- **Substantiated:** there is sufficient evidence to prove the allegation;
  - **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.
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- This record will be kept by the school and should be placed on an employee's confidential personnel file held by the school or held centrally for staff employed centrally by multi academy trusts.
  - A copy of the form will be provided to the person concerned
  - Once completed a copy of this form should be sent to the Local Area Designated Officer (LADO) if it meets the LADO threshold
  - If the employee refuses to sign the completed form within 5 working days (one calendar week) this should be noted on the form and a copy still sent to the LADO.

The purpose of this 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



Schools and colleges have an obligation to preserve records which contain information about allegations of sexual abuse for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry (further information can be found on the IICSA website). All other records should be retained 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.

Allegations should be dealt with in accordance with part 4 section 1 of Keeping Children Safe in Education and Suffolk Safeguarding Partnership's "Arrangements for managing allegations of abuse against people who work with children or those who are in positions of trust"

Details of allegations which are found to have been **malicious** (i.e. those where there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive) should be removed from personnel records unless the individual gives their consent for retention of the information.

**TO GO ON SCHOOL HEADED PAPER**

**HIGHLY CONFIDENTIAL**

**Record of Allegation)**

<b>Name of employee/ supply staff/ volunteer</b>	
<b>Position held</b>	
<b>Name of person completing this form</b>	
<b>Position held</b>	

**Summary of allegation(s):  
(Including date(s) and contextual information)**

**Initial action taken and decisions reached:**

**How allegation was followed up and by whom:  
(Including date and membership of any consultations and meetings held)**

**Outcome of investigation: \*  
(Including rationale)**

**If applicable, outcome of any formal disciplinary hearing (including date of outcome letter sent to employee – copy of which must be sent to the LADO):**

**If applicable outcome of any formal appeal hearing (including date of outcome letter sent to employee – copy of which must be sent to the LADO).**

**Determination of outcome by LADO (please tick)**

- **Substantiated**
- **False**
- **Unsubstantiated**
- **Unfounded**

**Date employee written to by school to advise of determination by LADO (if allegation has met LADO threshold)**

**Where a case meets the threshold for DBS referral (and if applicable TRA referral) date referral was made**

**Employee Comments:**



**Signed / Dated:**

**Headteacher :** .....

**Date:**.....

**Employee :** .....

**Date:** .....

A copy of this form should be sent to the LADO using the following email address  
[LADO@suffolk.gov.uk](mailto:LADO@suffolk.gov.uk)

A copy of this form should be retained confidentially on the personnel file for the individual for the employee until they have reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.