

The Future You

Managing Allegations Policy

1. Purpose

The Future You is committed to providing a safe, supportive, and respectful environment for all pupils.

We recognise that children in Alternative Provision are often particularly vulnerable, and safeguarding their welfare is our highest priority.

This policy sets out how The Future You will respond to and manage allegations made against staff, volunteers, contractors, or anyone working on behalf of the provision.

2. Scope

This policy applies to:

- All employees, agency staff, volunteers, contractors, and trustees.
- Allegations made by pupils, staff, parents/carers, or third parties.

It applies to concerns that a person has:

1. Behaved in a way that has harmed, or may have harmed, a child.
2. Possibly committed a criminal offence against, or related to, a child.
3. Behaved in a way that indicates they may pose a risk of harm to children.
4. Behaved in a manner that could undermine the safeguarding culture of The Future You.

3. Principles

- Child-centred: The welfare of the child is paramount.
- Fair and impartial: Allegations will be taken seriously and investigated thoroughly, while ensuring those accused are treated fairly.
- Prompt and proportionate: Allegations will be managed quickly and effectively.
- Confidential: Information will only be shared with those who need to know.
- Compliant: All processes will follow statutory guidance (KCSIE, Working Together to Safeguard Children) and local safeguarding partnership procedures.

4. Roles and Responsibilities

- Designated Safeguarding Lead (DSL): Leads the management of allegations process and liaises with external agencies.
- Deputy DSLs: Support the DSL and act in their absence.
- Headteacher/Principal: Responsible for ensuring this policy is implemented.
- All Staff and Volunteers: Must report any allegation or concern immediately.

5. Procedure

Step 1: Reporting

- Any allegation must be reported immediately to the DSL.

- If the allegation concerns the DSL, it must be reported to the proprietor.
- If the allegation concerns the proprietor, it must be reported to the DSL or LADO

Step 2: Initial Consideration

- The DSL will record the allegation factually and not investigate at this stage.
- The DSL will contact the Local Authority Designated Officer (LADO) within 24 hours for advice and guidance.

Step 3: Risk Assessment

- A risk assessment will be carried out to decide whether interim measures are needed (e.g., suspension, supervision, change of duties).
- Suspension will only be considered if absolutely necessary to protect children or the integrity of the investigation.

Step 4: Multi-Agency Involvement

- The LADO may convene a strategy meeting with police, social care, and The Future You.
- The Future You will cooperate fully with external investigations.

Step 5: Internal Procedures

- Once external agencies conclude their involvement, The Future You will carry out its own investigation under disciplinary procedures if required.
- The investigation will determine whether the allegation is:
 - Substantiated – sufficient evidence of misconduct or risk.
 - Unsubstantiated – insufficient evidence.
 - Unfounded/False – no evidence of wrongdoing.
 - Malicious – deliberate fabrication.

Step 6: Outcome and Follow-up

- Appropriate action will be taken, which may include training, supervision, disciplinary action, or referral to professional bodies (e.g., DBS).
- The child and their parents/carers will be informed of the outcome in line with safeguarding requirements.
- The staff member will be informed and supported appropriately.

6. Support

- For the pupil: The Future You will ensure the child has access to pastoral and safeguarding support throughout.
- For staff: Those subject to allegations will be treated fairly and given access to support, including a named contact within the provision.

7. Record-Keeping

- Detailed and accurate records will be kept of all allegations, actions, decisions, and outcomes.
- Records will be stored securely, separate from personnel files, in line with data protection

law.

- The Future You will report cases to the Disclosure and Barring Service (DBS) and relevant professional regulators where required.

8. Training and Awareness

- All staff will receive regular safeguarding training, including how to recognise and report concerns or allegations.
- Staff will be reminded of the whistleblowing procedure if they feel unable to report internally.

9. Monitoring and Review

- This policy will be reviewed annually, or sooner if there are changes in statutory guidance.
- Learning from allegations will be used to strengthen practice and prevent recurrence.

Approved by: Roger Boulton / Director

Date: 01/10/2025

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