



NOWER HILL HIGH SCHOOL

Title:	Statement of Procedures for dealing with allegations of abuse against staff
Date of Last Review:	January 2021
Status:	Statutory
Approval Authority:	Headteacher
Review Frequency:	Every 3 years
Location:	Website
Date of Next Review:	January 2024

1. Introduction

- 1.1. This Statement of Procedures follows the DfE Statutory Guidance Keeping Children Safe in Education Part four: Allegations of abuse made against teachers and other staff (Appendix 1) which is available from the Staff Landing Page on Google suite

It is about managing cases of allegations that might indicate that a person is unsuitable to continue to work with children in their present position, or in any capacity. It will be used in respect of all cases where it is alleged that an employee or volunteer, or a person with permission to be on the premises or carrying out any activity on behalf of the school 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 he or she would pose a risk of harm to children.

This will include allegations involving any type of abuse or neglect, including inappropriate relationships with pupils, grooming behaviour of any kind, possession of indecent photographs or images of children and other offences under the Sexual Offences Act 2003.

- 1.2. Any allegation of abuse will be dealt with as quickly as possible, in a fair, consistent and thorough way that provides effective protection for the child or children and at the same time deals fairly with the person who is the subject of the allegation.

2. Communicating the Procedures

- 2.1. All members of the Senior Management Team and the Designated Safeguarding Lead with responsibility for Child Protection have a responsibility to ensure that all staff know about and understand paragraph 3 below.
- 2.2. In accordance with the DfE Statutory Guidance, all staff should also read at least Part one of Keeping Children Safe in Education, which contains Safeguarding information for all staff.
- 2.3. All members of the Senior Management Team and the Designated Safeguarding Lead have a responsibility to be familiar with the Statutory Guidance in its entirety.

3. Immediately Reporting an Allegation

- 3.1. Everyone who comes into contact with children and their families has a role to play in safeguarding children. If you have a concern that a person (as described in paragraph 1.1 above) may have behaved inappropriately or you have received information that may constitute an allegation **you must**:
- Report the facts to the Headteacher as soon as possible. All concerns will be listened to and managed appropriately; do not withhold information however trivial it may seem.

- In the absence of the Headteacher you must report the matter to the most senior person available who will carry out the Headteacher's duties in his/her absence. If the allegation concerns the Headteacher then the matter must be reported to the Chair of Governors.
- Make a signed and dated written record of your concerns, observations or the information you have received and give it to the Headteacher straight away.
- Maintain strict confidentiality.
- **Ensure that allegations against supply teachers are dealt with in the same manner as for permanent members of staff.**

3.2. **You must not:**

- Attempt to deal with the situation yourself.
- Make assumptions, offer alternative explanations or diminish or embellish the seriousness of the behaviour or alleged incidents.
- Keep the information to yourself or promise confidentiality.
- Take any action that might undermine any investigation or disciplinary procedure, such as disclosing confidential information, interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or parents/carers.

4. Duties and Responsibilities of the Case Manager (Headteacher)

- 4.1. The duties and responsibilities of the Case Manager are as described in Keeping Children Safe in Education Part four: Allegations of abuse made against teachers and other staff.
- 4.2. The contact details for the Designated Safeguarding Lead are:

sabbagh.janine@nowerhill.harrow.sch.uk

0208 8630887 Ext 2228

Any concerns about the Designated Safeguarding Lead should be reported to the Headteacher:

voden.louise@nowerhill.harrow.sch.uk

0208 863 0877 Ext 2005

Any concerns about the Headteacher should be reported to the Chair of Governors:

chair@nowerhill.harrow.sch.uk

5. What school staff should do if they have concerns about safeguarding practices within the school

5.1 All staff and volunteers should feel able to raise concerns about poor or unsafe practice and potential failures in the school's safeguarding regime and that such concerns will be taken seriously by the senior leadership team.

5.2 Section 8 of the Harrow Academies HR Policies details whistleblowing procedures to be followed in the event of staff wishing to raise concerns, **and this is shared with staff each year during safeguarding training.**

5.3 Where a staff member feels unable to raise an issue with the school, or feels that their genuine concerns are not being addressed, other whistleblowing channels may be open to them:

General guidance can be found on the [NSPCC whistleblowing helpline](#).