



Managing Allegations Against Staff Policy

Introduction

Al Madinah Online Secondary School is committed to ensuring that all students and staff are treated with respect, dignity, and fairness. Allegations against staff members are taken very seriously and will be handled in accordance with this policy. This policy aims to provide a clear and transparent procedure for managing allegations against staff, ensuring that the process is fair, consistent, and in compliance with UK safeguarding legislation.

Aims of the Policy

- To outline the process for managing allegations against staff, ensuring a thorough and fair investigation.
- To ensure that all allegations are handled promptly, fairly, and confidentially.
- To protect the rights of the person making the allegation, the person against whom the allegation is made, and the wider school community.
- To ensure compliance with statutory safeguarding requirements, including those outlined by the Department for Education (DfE).

Scope

This policy applies to all staff members of Al Madinah Online Secondary School, including teachers, administrators, and support staff, as well as volunteers, contractors, and anyone else working with children within the school.

Allegations Covered by This Policy

Allegations against staff may involve a range of concerns, including but not limited to:

- Physical Abuse: Allegations of physical harm or violence towards a student.
- Sexual Abuse: Allegations of sexual misconduct or inappropriate behavior.
- Emotional or Psychological Abuse: Allegations of intimidation, harassment, or bullying.
- Neglect: Allegations of neglect or failure to provide adequate care or supervision.
- Misconduct or Breach of Professional Standards: Allegations of unprofessional conduct or failure to meet the standards expected by the school or regulatory bodies.

Reporting Allegations

- Initial Report: Any member of staff, student, or parent who becomes aware of an allegation against a staff member must report it immediately to the Headteacher or Designated Safeguarding Lead (DSL). If the allegation involves the Headteacher, it should be reported to the Chair of Governors.
- Confidentiality: Allegations should be handled with the utmost confidentiality. Information about the allegation should only be shared with those directly involved in the investigation, unless required by law.

Initial Response to Allegations

- **Immediate Action:** Upon receiving an allegation, the Headteacher or DSL will assess the nature of the allegation and determine whether immediate action is required. This could include suspending the staff member involved or temporarily altering their duties to ensure the safety of students.
- **Risk Assessment:** A risk assessment will be conducted to determine any immediate risks to students or others and whether any further action is needed to mitigate those risks.
- **Reporting to Authorities:** In certain cases, where an allegation involves a serious offense such as abuse or neglect, the school may be required to notify external authorities, such as the police or local safeguarding board, for further investigation.

Investigation Process

- **Internal Investigation:** An internal investigation will be conducted to assess the validity of the allegation. This may involve interviewing the person making the allegation, the staff member accused, witnesses, and reviewing any evidence (such as communication, records, or documents). All parties involved will be informed of the investigation process and their rights.
- **Independent Investigation:** If the situation requires an independent investigation (for example, due to the severity of the allegation or conflicts of interest), the school will engage an external investigator or relevant authority to carry out a thorough and impartial investigation.
- **Support for All Parties:** All parties involved, including the person making the allegation and the accused staff member, will be supported throughout the investigation process. Support may include access to counselling services, a representative for the accused, and clear communication of their rights and responsibilities.

Suspension

- Suspension of the staff member involved may be considered if the allegation is serious enough to warrant this action. Suspension will be considered as a neutral act, and not an indication of guilt. The purpose of suspension is to ensure the safety of students and allow for an unbiased investigation to take place.
- **Alternative Actions:** If suspension is deemed unnecessary, other actions may be taken, such as altering the staff member's duties or restricting access to certain students while the investigation is ongoing.

Outcome of the Investigation

Once the investigation has concluded, one of the following outcomes may occur:

- **Allegation Unfounded:** If the investigation determines that the allegation is unfounded, the staff member will be reinstated to their full duties, and any records of the allegation will be appropriately managed according to school policy.
- **Disciplinary Action:** If the allegation is substantiated and the staff member's actions are found to be in breach of school policies or professional standards, disciplinary action

may be taken. This could range from a written warning to dismissal, depending on the severity of the offense.

- **Referral to External Agencies:** If the allegation involves a criminal offense, the staff member may be referred to external agencies such as the police, or to regulatory bodies such as the Disclosure and Barring Service (DBS) or the Teaching Regulation Agency (TRA), who may take further action.
- **Dismissal:** If the allegation is severe and the staff member is found to have breached safeguarding standards or committed a criminal offense, they may be dismissed from their role in the school.

Supporting the Person Making the Allegation

The person who makes the allegation (whether it is a student, parent, or colleague) will be supported throughout the process. The school will ensure that:

- They have access to appropriate support and resources, such as counselling or guidance from a trusted staff member.
- They are not subject to retaliation or discrimination for making the allegation.
- Their confidentiality and privacy are protected, where possible.

Supporting the Staff Member Against Whom an Allegation is Made

The staff member against whom the allegation is made will be treated fairly and with dignity throughout the process. The school will ensure that:

- They are informed of the allegation and have the opportunity to respond to it.
- They have access to support, including legal representation or advice if necessary.
- They are not discriminated against or treated unfairly during the investigation process.
- They are kept informed of the progress and outcome of the investigation.

Confidentiality

Confidentiality will be maintained at all times throughout the process. Information regarding the allegation will only be shared with individuals who are directly involved in the investigation or who have a legal or professional duty to be informed.

Record Keeping

Detailed records of the investigation process, including interviews, evidence, and decisions, will be kept in accordance with the school's data protection and record retention policies. These records will be stored securely and only accessible to those with a legitimate need to know.

Conclusion

Allegations against staff members are serious and can have significant consequences. Al Madinah Online Secondary School is committed to handling such allegations in a transparent, fair, and legally compliant manner, ensuring the safety and well-being of all students and staff. The aim is to resolve matters quickly and professionally, with the interests of all parties considered throughout the process.