

Cavendish Close Infant and Nursery School

Statement of procedures for dealing with allegations of abuse against staff 2025.26

This statement is taken directly from our Child Protection and Safeguarding Policy, section 9, page 47. It is fully in line with Keeping Children Safe in Education and the Derby and Derbyshire Safeguarding Children Partnership procedures.

9.	What staff should do if they have a safeguarding concern or an allegation about another member of staff or concerns about safeguarding practices within the school <ul style="list-style-type: none">• If you have concerns about another staff member• Looking after the welfare of the child• Concerns about safeguarding practices within the school	45
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Section 9: What staff should do if they have a safeguarding concern or an allegation about another member of staff or concerns about safeguarding practices within the school

As part of our whole school approach to safeguarding there are processes in place for continuous vigilance, maintaining an environment that deters and prevents abuse and challenges inappropriate behaviour. Our culture and environment support all of our staff to discuss matters that concern them in the workplace and, where appropriate, outside the workplace (including online) which may have implications for the welfare and safety of children.

All allegations and/or concerns about adults working in or on behalf of the school (including supply teachers, contractors, and volunteers) will be reported, recorded, and dealt with promptly and appropriately.

This includes whenever the school receives an allegation relating to an incident that happened when an individual or organisation was using their school premises for the purposes of running activities for children.

By doing so everyone in the school will:

- Create and embed a culture of openness, trust, and transparency
- Help to identify concerning, problematic, or inappropriate behaviour at an early stage
- Minimise risk of abuse
- Ensure that school staff are clear about professional boundaries and act within these, in accordance with the ethos and values of the school

The school recognises there are two levels of allegation/concern

1. Allegations that **may** meet the harms threshold
2. Allegations/concerns that **do not** meet the harms threshold, also known as 'low level concerns'

Our response to concerns/allegations is consistent with the DDSCP Safeguarding Children [Allegations Against Staff, Carers and Volunteers](#) procedure.

1. Allegations that may meet the harms threshold

This is where an allegation might indicate that a person would pose a risk of harm if they continue to work in their present position, or in any capacity with children in a school. Where it is alleged that anyone working in the establishment, including supply teachers, contractors and volunteers has:

- Behaved in a way that has harmed a child, or may have harmed a child and/or;
- Possibly committed a criminal offence against or related to a child and/or;
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

This includes any behaviour that may have happened outside school and is known as a transferable risk.

If you have concerns about another staff member

Staff who are concerned about the conduct of a colleague (including supply staff, contractors, and volunteers) must remember that the welfare of the child is paramount.

If staff have a safeguarding concern or an allegation of harming or posing a risk of harm to children about another member of staff then this should be reported without delay to the headteacher. Where there are concerns/allegations about the headteacher this should be referred to the chair of governors. In a situation where there is a conflict of interest in reporting the matter to the headteacher this should be reported directly to the Local Authority Designated Officer (LADO). The member of staff should make a record which will include time, date, place of incident, persons present, what was witnessed, what was said etc; this should then be signed and dated.

Looking after the welfare of the child

Where a child has been harmed, or there is an immediate risk of harm to a child or if the situation is an emergency, local authority children's social care should be contacted and where appropriate the police. It is the designated safeguarding lead's responsibility to ensure the child is not at risk and refer cases of suspected abuse to children's social care.

For further information about how concerns which may meet the harms threshold will be investigated, recorded and managed, including non-recent allegations by a child and referrals to the Local Authority Designated Officer (LADO) see staff behaviour (code of conduct) policy, which incorporates low-level concerns, managing allegations against staff and whistleblowing.

2. Concerns that do not meet the harm threshold

Allegation/concerns that do not meet the harms threshold are referred to as 'low-level concerns'. A low-level concern does not mean it is insignificant, rather that the behaviour towards the child does not meet the harm threshold as outlined above.

A low-level concern is any concern, no matter how small, that an adult working in or on behalf of the school may have acted in a way that is:

- Inconsistent with the staff behaviour (code of conduct) policy, including inappropriate conduct outside of work, or
- Does not meet the harm threshold or is not serious enough to consider a referral to the Local Authority Designated Officer (LADO)

The behaviour can exist on a wide spectrum. Further information about distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour can be found in the school staff behaviour (code of conduct) policy.

Staff should share low-level concerns in confidence with the Headteacher, this may include self-referral where staff have found themselves in a situation which could be misinterpreted, might appear compromising to others and/or on reflection they believed that they have behaved in a way that they consider falls below the expected professional standards. If the headteacher is not available, communication will be with the Deputy Headteacher (or the next most senior leader available). Low-level concerns about the headteacher should be reported to the chair of governors. Contact will be made in writing through the clerk to the governing board and marked as 'confidential', alternatively you can email governors@cavclosei.derby.sch.uk. This email address is accessed by the Chair, Ms Wain and Vice Chair, Mr Wright. It is monitored at least weekly.

The headteacher will be the decision maker in respect of all low-level concerns; however this may be undertaken in collaboration with the designated safeguarding lead.

Reports about supply staff or contractors will be notified to their employers.

All low-level concerns will be recorded in writing to include details of the concern, the context and the action taken.

Concerns about safeguarding practices within the school

All staff are encouraged to raise concerns about poor or unsafe practice and potential failures in the school safeguarding regime. These concerns will be taken seriously by the senior leadership team.

For information about how to raise concerns with the senior leadership team or other channels, see staff behaviour (code of conduct) policy, which incorporates the whistleblowing routes available to staff.

Supporting documents:

- Derby City Council Code of Conduct, and the school's supplementary Behaviour Standards
- Keeping Children Safe in Education – Part 4 – Safeguarding concerns or allegations made against staff
- Derby and Derbyshire Safeguarding Children Partnership Procedures for managing allegations against staff

[DDSCP Briefing Note: low level concerns about staff](#)

[managing-allegations-leaflet-for-city-managers-sept-2020.pdf](#)

[managing-allegations-subjects-leaflet-city-sept-2020.pdf](#)

- Developing and implementing a low-level concerns policy: a guide for organisations which work with children (Farrer & Co)
- Guidance for safer working practice for those working with children in education settings (Safer Recruitment Consortium)

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