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The Queen's Award for
Voluntary Service
2007



Managing Allegations Policy



Responsibility of the Organisation



Foresight will manage all allegations against staff and/or volunteers in accordance with the agreed procedures and has a nominated 'Designated Person' (Safeguarding Officer) who will liaise with the Local Authority's Designated Officer for Child Protection on all matters of concern which meet any of the following criteria:-



It appears that the person has:



- Behaved in a way that has harmed a child/ young person or adult, or may have harmed a child/ young person or adult, or,
- Possibility committed a criminal offence against or related to a child/ young person or adult, or,
- Behaved in an inappropriate way towards a child/ young person or adult which may indicate that he or she is unsuitable to work with children, young people or adults.



In addition, these procedures will be used:-



- If there are concerns about the person's behaviour towards their own children, young people or adults, or
- children, young people or adults unrelated to their employment or voluntary work, and there has been a recommendation from a strategy discussion that consideration should be given to the risk posed to children, young people or adults they work with, or,
- When an allegation is made about abuse that took place some time ago and the accused person may still be working or having contact with children, young people or adults.



North East Lincolnshire
Care Trust Plus

Foresight will not attempt to manage allegations or concerns which meet any of the above criteria, through other mechanisms such as the Complaints Procedure or Disciplinary Procedures, unless written agreement to do so has been confirmed by the Local Authority Designated Officer for Child Protection.



Foresight will provide the Local Authority Designated Officer for Child Protection, the Police and the individual's Social Care with any personal data/information about staff members, governors, children or parents which the said organisation(s) deem relevant to adult / child protection enquires.



Updated 23rd February 2017

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If the allegation meets, or appears to meet, any of the criteria below or if unsure about the action to take– the Safeguarding Officer should consult the Local Authority Designated Officer as soon as possible but certainly within **1 WORKING DAY**. No action should be taken until this discussion takes place, unless emergency action is required to safeguard or protect the child/ vulnerable adult concerned, in which case the usual child protection procedures will take precedence. Contact with the Local Authority Designated Officer should not be delayed in order to gather information. In order not to compromise and subsequent investigation the member of staff should not be advised that an allegation has been made against them unless it is agreed as appropriate by the Local Authority Designated Officer or agreed at a strategy discussion if one is agreed as necessary.

The child's parent or adult's social care should also be advised at the earliest opportunity that an allegation has been made but they should be advised not to discuss the allegation direct with the staff member concerned.

Initial consideration by the Safeguarding Officer and the Local Authority Designated Officer

The Local Authority Designated Officer will establish, in discussion with the Safeguarding Officer that the allegation is within the scope of the LSCB procedures and may have foundation. There may be up to 3 strands considered as part of this consideration and the discussion will centre upon whether there is a need for:

- A police investigation because a crime has or may have been committed
- Enquires and assessment by social care to determine if services or emergency actions are required
- Consideration by the employer of disciplinary action in respect of the individual

If agreement is reached that the criteria for action under the first and second bullet points is met the Local Authority Designated Officer will contact children's social care to ensure a formal 'strategy meeting' is set up involving children's services social care and the police. If only the third criterion is met the Local Authority Designated Officer will provide advice to the Safeguarding Officer on the subsequent management of the case to a satisfactory conclusion within the framework of the organisations procedures for discipline and conduct.

Allegations against staff members

The member of staff to whom the allegation is reported must:

- Treat the matter seriously
- Ensure that, where necessary, the child/young person/ adult receives appropriate medical attention
- Make a written record of the information using the Childs/Parents own words, including when the alleged incident took place; who was present; and what happened
- sign and date the written record
- Report the matter immediately to the Safeguarding Officer or the Chief Officer in his/her absence. Where the Safeguarding Officer is the subject of the allegation a referral should be made to a more senior manager and the Local Authority Designated Officer.
- confidentiality must be maintained

The Safeguarding Officer for Foresight is Carole Howard
Their telephone number is 07961717840

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Initial action by the Safeguarding Officer

The Safeguarding Officer will:

- Obtain written details of the allegation, signed and dated by the person receiving the allegation
- Countersign and date the written details
- Record any other information and names of any potential witnesses
- Establish a chronology of significant events
- Consider any information already known about those involved
- Discreetly check any incident or log books
- On the basis of these factors, make a professional judgment, and record the reason for any subsequent action taken.

Review of Policy

This policy will be reviewed on an annual basis.

This information is also available in other formats, languages and picture format upon request.