



**PETERBOROUGH KEYS**  
ACADEMIES TRUST

**STATEMENT OF PROCEDURE  
FOR DEALING WITH  
ALLEGATIONS OF ABUSE  
AGAINST ADULTS**

**Version 2.0**

**August 2022**

**Trustee Committee: People & Infrastructure 3 October 2022**

**Date Policy Reviewed: August 2022**

**Date of Next Review: August 2026**

## Contents

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Paragraph.....	Page
1. Introduction.....	1
2. Communicating the Procedures.....	2
3. Immediately Reporting an Allegation.....	2
4. Duties and Responsibilities of the Case Manager .....	3
5. Version History.....	4

## **1. Introduction**

- 1.1 This Statement of Procedures follows the DfE Statutory Guidance Keeping Children Safe in Education Part four: Allegations made against/concerns raised in relation to teachers and other staff (Appendix 1) which is available from the gov.uk website or upon request from the main office of any school within the Trust.
- 1.2 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 Trust has;
- (a) Behaved in a way that has harmed a child, or may have harmed a child;
  - (b) Possibly committed a criminal offence against or related to a child;
  - (c) Behaved towards a child or children in a way that indicates they would pose a risk of harm to children, or
  - (d) Behaved or may have behaved in a way that indicates they may not be suitable to work with children
- 1.3 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.
- 1.4 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.
- 1.5 It will also be used where low level concerns are raised. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:
- (a) is inconsistent with the staff code of conduct,
  - (b) including inappropriate conduct outside of work; and
  - (c) does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- (d) being over friendly with children;

- (e) having favourites;
- (f) taking photographs of children on their mobile phone;
- (g) engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- (h) using inappropriate sexualised, intimidating or offensive language.

## **2. Communicating the Procedures**

- 2.1 All members of the Trust's Leadership Group, the Trust Safeguarding Lead and the senior management teams of each Trust school along with each school's 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 employees.
- 2.3 All members of the Trust's Leadership Group, the Trust Safeguarding Lead and the senior management teams of each Trust school along with each school's 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 above) may have behaved inappropriately or you have received information that may constitute an allegation or a low level concern **you must:**
  - (a) Report the facts to the Case Manager, normally the school's Headteacher, as soon as possible. All concerns will be listened to and managed appropriately; do not withhold information however trivial it may seem.
  - (b) In the absence of the Headteacher you must report the matter to the most senior person available who will carry out the duties of Headteacher in his/her absence. If the allegation concerns the Headteacher then the matter must be reported to the Chief Executive Officer. If the allegation concerns the Chief Executive Officer then the matter must be reported to the Chair of the Board of Trustees.

- (c) Make a signed and dated written record of your concerns, observations or the information you have received and give it to the Case Manager straight away.
- (d) Maintain strict confidentiality.

3.2 You must not:

- (a) Attempt to deal with the situation yourself.
- (b) Make assumptions, offer alternative explanations or diminish or embellish the seriousness of the behaviour or alleged incidents.
- (c) Keep the information to yourself or promise confidentiality.
- (d) 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.

3.3 In the event that an adult has found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards the adult should self-refer this to those with designated safeguarding responsibilities. The governing body is committed to creating an environment where staff are encouraged and feel confident to self-refer.

#### **4. Duties and Responsibilities of the Case Manager**

4.1 The duties and responsibilities of the Case Manager are as described in Keeping Children Safe in Education Part four: Allegations made against/concerns raised in relation to teachers and other staff

4.2 The email addresses details for the Designated Officers for Safeguarding are:

- (a) PKAT Trust Safeguarding Lead  
Kerry CLIFFE  
e: [kcliffe@jhs.pkat.co.uk](mailto:kcliffe@jhs.pkat.co.uk)
- (b) Jack Hunt School  
Kerry CLIFFE  
e: [kcliffe@jhs.pkat.co.uk](mailto:kcliffe@jhs.pkat.co.uk)
- (c) Nova Primary Academy  
Megan TAYLOR  
e: [mtaylor@npa.pkat.co.uk](mailto:mtaylor@npa.pkat.co.uk)

- (d) Longthorpe Primary School  
Kate Trethewy  
e: [ktrethewy@lps.pkat.co.uk](mailto:ktrethewy@lps.pkat.co.uk)
- (e) Ravensthorpe Primary School  
Emma Ward  
e: [eward@rps.pkat.co.uk](mailto:eward@rps.pkat.co.uk)
- (f) Thorpe Primary School  
Emma ANDERSON  
e: [eanderson@tps.pkat.co.uk](mailto:eanderson@tps.pkat.co.uk)

## **5. Low Level Concerns**

- 5.1 A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a ‘nagging doubt’ - that an adult working in or on behalf of the school or college may have acted in a way that:

- (a) is inconsistent with the staff code of conduct,
- (b) including inappropriate conduct outside of work; and
- (c) does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

Examples of such behaviour could include, but are not limited to:

- (d) being over friendly with children;
- (e) having favourites;
- (f) taking photographs of children on their mobile phone;
- (g) engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
- (h) using inappropriate sexualised, intimidating or offensive language.

- 5.2 Low level concerns will be dealt with in accordance with Part Four of Keeping Children Safe in Education.
- 5.3 All low-level concerns should initially be shared with the school’s DSL, or Headteacher. If concerns are initially raised to the DSL , the DSL should inform the Headteacher of all low-level concerns in a timely fashion according to the nature of the concern.
- 5.4 Where concerns are raised the Headteacher will collect as much evidence as possible, this will usually involve speaking:

- (a) directly to the person who raised the concern, unless it has been raised anonymously;
  - (b) to the individual involved and any relevant witnesses.
- 5.5 The information collected will help to categorise the type of alleged behaviour and determine whether any further action needs to be taken.
- 5.6 All low-level concerns will be recorded in writing. The record will include details of the concern, the context in which the concern arose, and any action taken. The name of the individual sharing their concern(s) will also usually be noted, if the individual wishes to remain anonymous then that should be respected as far as reasonably possible.
- 5.7 Records of low level concerns raised will be retained in line with the Trust Data Retention Policy<sup>1</sup>. Records will be retained until the person's normal retirement age or 10 years from the date of the allegation whichever is the longer then reviewed. Note allegations that are found to be malicious should be removed from personnel files.

## 6. Version History

### 6.1 Table of Versions

VERSION	ACTION	RESPONSIBLE	DATE
1.0	Policy statement drafted using EPM Model Policy 2013 as basis	Matthew DEERE	14/08/2018
2.0	Routine review and update conducted in conjunction with EPM Model Policy including clarification on the process for sharing low-level concerns	Matthew DEERE	10/08/2022

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<sup>1</sup> Aligns with the Information Management Toolkit for Schools from [www.irms.org.uk](http://www.irms.org.uk)