

IMPACT ALTERNATIVE LEARNING
MANAGING ALLEGATIONS AGAINST STAFF
ULTIMATE VERSION – INSPECTION & LADO PROOF

DSL: Kate Willis (07903096598) | Deputy DSL: Kirsty Lampkin (07950115166)

Reviewed: April 2026 | Review: April 2027

1. STATUTORY FRAMEWORK

KCSIE 2025 (Part Four), Working Together 2023, Children Act 1989/2004, Education Act 2002, Data Protection Act 2018/UK GDPR, DBS Referral Guidance.

All procedures in this policy must be read alongside Safeguarding, Behaviour, Staff Code of Conduct and Safer Recruitment policies.

2. PRINCIPLES

The welfare of the child is paramount.

Allegations are handled immediately, fairly and transparently.

No internal investigation is undertaken prior to LADO advice.

Staff are protected from false/malicious allegations.

All actions are fully recorded and defensible.

3. DEFINITIONS & THRESHOLD

Allegation (harm threshold): behaviour that has harmed or may harm a child; possible criminal offence; behaviour indicating risk to children.

Low-level concern: behaviour inconsistent with staff code of conduct that does not meet the harm threshold but requires recording and monitoring.

Impact operates a two-tier system; patterns of low-level concerns may escalate to allegations.

4. IMMEDIATE RESPONSE (MANDATORY)

Within minutes: ensure the child is safe and supported.

Record verbatim disclosure (exact words) – no interpretation.

Report immediately to DSL (or Deputy DSL in absence).

Do NOT: investigate, ask leading questions, promise confidentiality, or inform the accused before advice.

5. DSL ACTIONS (SAME DAY)

Consult LADO the same working day in all allegation cases or where unsure.

Provide factual information only; follow LADO direction.

Consider immediate risk management (including temporary measures).

Maintain a clear chronology log of all actions.

6. LADO / EXTERNAL PROCESS

LADO determines pathway: no further action / internal investigation / strategy meeting / police/social care involvement.

School must not compromise external investigations.

Parents/carers informed in line with LADO advice.

Timescales monitored: aim 1 month (most), up to 3 months (complex).

7. SUSPENSION & ALTERNATIVES

Suspension is a neutral act and not automatic.

Decision based on risk to children, staff, and integrity of investigation.

Alternatives: supervised duties, redeployment, removal from site, restricted contact.

Decision rationale must be recorded.

8. AP CONTEXT (IMPACT)

SEMH needs and dysregulation can increase likelihood of allegations.

Physical/vocational activities (e.g., boxing, mechanics) require contextual judgement.

Off-site provision and transport require enhanced controls and documentation.

False allegations risk is recognised and managed proportionately.

9. CONFIDENTIALITY & DATA

Strict need-to-know basis.

Legal reporting restrictions apply (Education Act 2002 s141F).

No social media discussion.

Secure storage and access controls in line with GDPR.

10. OUTCOMES

Substantiated, Malicious, False, Unsubstantiated, Unfounded.

DBS referral and professional body referral where appropriate.

Learning review undertaken following all cases.

11. STAFF SUPPORT

Named contact throughout the process.

Access to union/legal advice.

Wellbeing support and regular updates.

Reintegration plan where appropriate.

12. GOVERNANCE & OVERSIGHT

Proprietor ensures compliance with statutory guidance.

DSL accountable for safeguarding decisions.

Annual review and post-incident review cycle.

Audit trails available for inspection.

13. PROCESS FLOW (DECISION)

Refer to table below.

Stage	Action	Timescale
Concern raised	Report to DSL; record verbatim	Immediate
Threshold check	Consult LADO	Same day
Decision	No further / Internal / Police/CSC	As advised
Risk management	Consider suspension/alternatives	Immediate
Outcome	Record + notify	As concluded

14. CASE STUDIES

Case A: SEMH learner alleges after sanction → LADO consulted → unsubstantiated; support for learner and staff.

Case B: Repeated boundary concerns → escalated from low-level to allegation → managed via LADO advice.

Case C: Serious allegation → police involved → suspension applied → outcome substantiated.

APPENDIX 1 – INCIDENT REPORT (VERBATIM)

Record exact words of the child; no interpretation.

Date/Time	Location	Child	Staff	Witnesses

Verbatim Disclosure	Immediate Actions	DSL Notified (time)	Signature

APPENDIX 2 – LADO REFERRAL

Complete in line with LADO advice.

Child Details	Staff Details	Nature of Allegation	Risk Level

Immediate Safeguarding Actions	Parent Informed	Submitted By	Date

APPENDIX 3 – SUSPENSION LETTER (TEMPLATE)

This is a neutral act pending investigation. You must not contact pupils or staff. Named contact: _____.
Support available: _____.

APPENDIX 4 – OUTCOME LETTER (TEMPLATE)

Outcome: Substantiated / Malicious / False / Unsubstantiated / Unfounded. Next steps and support detailed.

APPENDIX 6 – STAFF SCRIPT & DO/DON'T

Say: Thank you for telling me. I will pass this on to keep you safe.

Do not ask leading questions; do not promise confidentiality; do not investigate.