# MANAGING ALLEGATIONS POLICY

Independent reporting, child protection and fair adult-case management

**EFFECTIVE: SEPTEMBER 2026 | REVIEW: SEPTEMBER 2027 | IMPACT AP**

## 1 | SCOPE AND THRESHOLD

Applies to staff, volunteers, governors, contractors, supply staff and other adults, including conduct outside work that raises child-safety concerns. Use this route for possible harm, a relevant offence, risk to children or unsuitability to work with children. If uncertain, seek LADO advice. An allegation is not a finding of guilt and must not be screened out merely because it arrives as a complaint.

## 2 | IMMEDIATE SAFETY AND ACCOUNT

Protect the child, arrange first aid or emergency help and listen calmly. Record the account accurately without leading questions, repeated interviews or promises of secrecy. Preserve relevant messages, records and other evidence safely. Do not approach the adult to settle the matter, run an internal investigation before agency advice or wait for a completed form before reporting.

## 3 | ORDINARY REPORTING ROUTE

Report immediately to Kate Willis when she is unconflicted. If unavailable, tell Kirsty Lampkin or Fiona Styler promptly; contact LADO directly if internal contact would delay action. Kirsty coordinates child-welfare support where unconflicted. Contact Tameside LADO within one working day where the threshold may be met; urgent danger requires immediate police or social-care action.

## 4 | PROPRIETOR AND CONFLICT BYPASS

Concerns about Kate, or someone whose relationship creates a conflict for her, bypass Kate and go directly to LADO where harm may be involved. Fiona Styler is the independent governance contact: +44 7951 423421. If conflicted or unavailable, contact Jennifer Maunsell: +44 7860 529351, if independent. External referral does not require permission from the subject of the concern.

## 5 | AGENCY COORDINATION

The unconflicted case coordinator agrees next steps, evidence handling, communication, enquiries and review with LADO and any police or children's social care involvement. Follow agency advice before notifying the adult or conducting interviews. Record advice and reasons. Inform the relevant employer or agency for supplied staff; ending an assignment does not resolve the concern.

## 6 | RISK AND EMPLOYMENT DECISIONS

Assess contact with children, evidence and staffing; consider safer temporary duties or supervision. Suspension is not automatic. Any employment decision must be made by a person with lawful authority, taking independent HR/legal advice where needed. Naming a governor as case coordinator does not itself grant employment powers. Keep precautionary decisions proportionate, documented and reviewed.

# MANAGING ALLEGATIONS POLICY

Independent reporting, child protection and fair adult-case management

**EFFECTIVE: SEPTEMBER 2026 | REVIEW: SEPTEMBER 2027 | IMPACT AP**

## 7 | SUPPORT AND COMMUNICATION

Agree how to inform and update parents, the adult and witnesses with relevant agencies. Provide a named unconflicted contact and access to representation or wellbeing support. Share only necessary information, protect the child's identity and prevent retaliation. Do not promise an outcome or label a report malicious simply because it is unproven.

## 8 | CONFIDENTIAL RECORDS

Keep a restricted adult-conduct record documenting concern, evidence, advice, actions, contacts and outcome. When Kate is implicated, the independent lead must control storage and access; do not use an account she administers. Keep child-protection records appropriately cross-referenced. Apply KCSIE retention and reference rules where relevant, supported by the documented retention schedule and advice.

## 9 | OUTCOME AND CONTINUING DUTIES

Record the agency-agreed outcome and rationale. Complete any required DBS or other regulatory referral when the legal conditions are met, even if the adult resigns or would have been removed had they stayed. Do not use settlements to avoid safeguarding duties. Plan safe return or transition arrangements and identify learning for staffing, training and supervision.

## 10 | LADO CONTACT AND REVIEW

Tameside LADO advice: 0161 342 4343, option 3. Referrals: ladoreferrals@tameside.gov.uk using the current referral form. Call 999 for immediate danger. Consult the relevant child-residence authority for child-welfare action where appropriate. The independent lead reviews actions and reporting-route effectiveness; governance receives proportionate assurance and anonymised learning.

## 11 | POLICY CONTROL AND REVIEW

Policy owner: Kate Willis, Principal and Proprietor. Effective date: September 2026. Scheduled review: September 2027, or sooner after relevant changes, incidents or feedback. Record actual governance approval and implementation decisions and brief staff on their duties. These policy dates do not assert that approval, staff training or operational checks have already occurred. Use the Complaints or independent reporting route for concerns about implementation.

## 12 | SOURCES AND RELATED DOCUMENTS

Existing Impact staff-allegations procedures; KCSIE 2026 Part Four; Tameside LADO.

tamesidescp.org.uk - Role of the Local Authority Designated Officer; gov.uk/government/publications/keeping-children-safe-in-education--2

Check current versions and apply according to Impact's legal and commissioning status.