

## **Managing Allegations against Staff & Volunteers in Schools**

Headteacher/Chair of Governors must report all allegations against staff and volunteers to the **LADO (Local Authority Designated Officer)**

### **Initial Action**

- The person who has received an allegation or witnessed an event will immediately inform the headteacher and make a record
- In the event that an allegation is made against the headteacher the matter will be reported to the Chair of Governors who will proceed as the 'headteacher'
- The headteacher will take steps, where necessary, to secure the immediate safety of children and any urgent medical needs
- The member of staff will not be approached at this stage unless it is necessary to address the **immediate** safety of children
- The headteacher may need to clarify any information regarding the allegation, however no person will be formally interviewed or asked to give a formal statement at this stage
- The headteacher will consult with Education LADO (see below) in order to determine if it is appropriate for the allegation to be dealt with by school or if there needs to be a meeting with social care and/or the police to consider if they should undertake an investigation
- Consideration will be given throughout to the support and information needs of pupils, parents and staff
- The Headteacher will inform the Chair of Governors of any allegation.

### **Local Authority Designated Officers (LADOs)**

Craven & Harrogate	<b>Rosemary Cannell</b>	01609 534974/ 07715 540723
North & White Horse	<b>Karen Lewis</b>	01609 534200/ 07715 540711
Central Vale & Coast	<b>Claire Hamilton</b>	01609 535646/ 07814 533363