ZENITH
MULTI ACADEMY
TRUST

Procedures for Dealing with Safeguarding Allegations against Adults in School

for use in:
All schools in the Trust (including Castledon's Satellite)
Central Team
Zenith Minds
Trustees
Governors
Members
Volunteers
Contractors

Approved by:	Board of Trustees
Date:	July 2025
Last reviewed:	July 2026
Next review due by:	July 2027

Contents

		Page No.
1.	Introduction	1
2.	Scope	1
3.	Roles and responsibilities	2
3.1	Whistleblowing	2
4.	Procedures	3
4.1	Initial investigation	4
4.2	Third party including agency supply teachers and other workers	5
5.	Suspension and alternatives	5
5.1	Employees	5
5.2	Volunteers and contractors	6
5.3	Third party including agency supply staff, trainee teachers and other workers	6
5.4	Governors	6
5.5	Trustees/Members	6
5.6	Referrals	6
6.	Procedures where the harm test is met	6
6.1	Criminal cases	7
7.	Internal procedures	7
7.1	Employees	8
7.2	Volunteers and contractors	8
7.3	Third party including agency supply teachers and other workers	8
7.4	Governors	9
7.5	Trustees & Members	9
7.6	Individuals or organisations using the school premises for running activities for children	9
8.	Conclusion of safeguarding cases	9
8.1	Records and references	9
8.2	Referrals	10
8.3	Return to work	10
8.4	Reflections and further action	10
9.	Support for those involved	10
10.	Confidentiality	11
11.	Associated policies	11
	Appendix 1	12

1. Introduction

This procedure details how safeguarding concerns and allegations against any adults engaged to work in any of the Trust schools will be dealt with. This includes circumstances where the allegation did not take place at the school or on school premises. "Work" includes on a voluntary basis, including as a governor or trustee.

These procedures are in accordance with the Department for Education statutory guidance document 'Keeping Children Safe in Education 2026', particularly part 4.

The following principles apply:

- all concerns and allegations will be taken seriously;
- all concerns and allegations will be dealt with appropriately and in liaison with relevant parties, even where they relate to a person who is not an employee;
- all concerns and allegations will be dealt with quickly, and in a fair and consistent manner that provides effective protection for the child, and at the same time, supports the person who is the subject of the allegation.

2. Scope

This procedure applies when there is a safeguarding concern or allegation in relation to employees (including the Headteacher/CEO), supply and agency staff, trainee teachers, volunteers, contractors, Governors, Trustees, and Members.

Should schools receive an allegation relating to an incident that happened when an individual or organisation was using their school premises for the purposes of running activities for children, the school will follow their normal safeguarding policies and procedures as outlined in this policy.

The school expects full co-operation and participation by third-party employers/agencies in the operation of this procedure. The school will ensure that all third-party employers/agencies are notified of this procedure before allowing any individuals employed by them to start work at the school.

The procedures do not apply where they relate to any such person who is no longer working at the school. Allegations against such persons, and historical allegations will be referred to the police and Local Authority Designated Officer (LADO). The school will co-operate fully with relevant agencies in any investigations into these matters.

There are two levels of allegation/concern:

1. Allegations that may meet the harms threshold.
2. Allegation/concerns that do not meet the harms threshold

Procedures relating to both levels are consistent with local safeguarding procedures and practice guidance.

This guidance is followed where it is alleged that anyone working in the school or a college that provides education for children under 18 years of age, including supply staff, trainee teachers, volunteers and contractors, or anyone involved in using the school premises for the purposes of running activities for children has:

- behaved in a way that has harmed a child, or may have harmed a child and/or;

- possibly committed a criminal offence against or related to a child and/or;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children, which includes behaviour that may have happened outside of school or college, that might make an individual unsuitable to work with children; this is known as transferable risk. Where appropriate, an assessment of transferable risk to children with whom the person works would be undertaken.

Where students are 18 years old, consideration must be given to the position of trust as outlined in our staff behaviour policy (code of conduct).

Staff should be aware that safeguarding concerns may arise from conduct outside of work. Any behaviour, incident, allegation, criminal investigation, charge, caution, conviction, or association that may indicate that an individual is unsuitable to work with children, or may present a transferable risk to children, must be disclosed promptly in accordance with the Staff Code of Conduct and relevant employment procedures.

3. Roles and Responsibilities

It is everyone's responsibility to safeguard children and everyone has a role to play in identifying concerns, sharing information, taking prompt action and fully co-operating with this procedure.

Any concerns about the conduct of other adults in the school should be taken to the headteacher without delay (or where that is not possible, to the deputy headteacher); any concerns about the headteacher should go to the Chair of Governors; the CEO should also be informed. A concern about the Trust CEO should be reported to the Chair of the Trust. A concern about a Trust member of staff should be reported to the Headteacher of the school in which the allegation arose. The Headteacher will also inform the CEO. See appendix 1 for confirmation of each school's procedures, which also highlights to staff the need to share low level concerns in a timely manner. Should a low-level concern be shared about supply staff, trainee teachers, and contractors, the school will notify their employers, so that any potential patterns of inappropriate behaviour can be identified.

The school will aim to reduce the likelihood of any incidents by:

- ensuring their staff are clear about what appropriate behaviour is, and are confident in distinguishing expected and appropriate behaviour from inappropriate, problematic or concerning behaviour, in themselves and others
- empowering staff to share any low-level safeguarding concerns
- addressing unprofessional behaviour and supporting the individual to correct it at an early stage
- handling and responding to such concerns sensitively and proportionately when they are raised, and
- helping identify any weakness in the school's safeguarding systems.

3.1 Whistleblowing

All staff, volunteers, and contractors should feel able to raise concerns about poor or unsafe practice and potential failures in a school/the trust's safeguarding regime and know that such concerns will be taken seriously by the senior leadership team or CEO/Trustees.

Where at any point an individual feels unable to raise an issue with the appropriate person set out above, for example due to the sensitivity of the issue, or feels that their genuine concerns are not being addressed, they may refer to the whistleblowing policy. This policy sets out the framework for how issues can be raised confidentially internally, and/or if necessary, outside the management structure of the

school to a prescribed body. For safeguarding and child protection allegations, individuals can refer to the LADO (the Essex LADO can be contacted on 03330 139797 / LADO@essex.gov.uk) or the NSPCC who have a dedicated helpline 0800 028 0285 (line is available from 8:00am to 8:00pm, Monday to Friday, and 9.00am to 6pm at weekends) or email: help@nspcc.org.uk.

This page is useful for further advice about whistleblowing: https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/whistleblowing-advice-line/

4. Procedures

In some cases, a concern will have been reported to, or discovered by, social care, the police or the LADO, who will in turn inform the school (and where appropriate the third-party employer) and will initially lead and direct the investigation. In such cases the school, and where appropriate the third-party employer, will follow the advice and directions of these agencies as set out in Section 6.

Where a concern or allegation is initially reported to the school, the matter will be taken seriously and considered with an open mind.

There are two aspects to consider when an allegation is made:

- Looking after the welfare of the child;
- Investigating and supporting the person subject to the allegation.

Where the school or college identify a child has been harmed, that there may be an immediate risk of harm to a child or if the situation is an emergency, they should:

Contact the police: this should usually be done via the Headteacher or where unavailable another senior leader or the DSL or Deputy DSL and advice should also be taken from the LADO. In such cases the school will wait for advice from the police/LADO before taking any further action (see Section 6).
Contact social care: if there are concerns about the welfare of the child, or if the child has been harmed, the designated safeguarding lead is responsible for ensuring that the child is not at risk by contacting social care.

In terms of investigating and supporting the person subject to the allegation, the case manager should discuss with the LADO, the nature, content and context of the allegation, and agree a course of action.

Parents or carers of the child or children involved should be formally told about the matter as soon as possible, unless doing so would put the child at more risk. The case manager should consult the LADO and where involved, local authority children's social care and/or the police on what information can be disclosed. Parents or carers should be:

- kept informed about the progress of the case, only in relation to their child - no information can be shared regarding the staff member
- made aware of the requirement to maintain confidentiality and unwanted publicity about any allegations made against teachers in schools whilst investigations are in progress as set out in section 141F of the Education Act 2002

Non recent allegations

Abuse can be reported no matter how long ago it happened. Non recent allegations made by a child, should be reported to the LADO in line with the local authority's procedures for dealing with non-recent allegations. The LADO will coordinate with children social care and the police. Where an adult makes an allegation that they were abused as a child, the individual should be advised to report the allegation to the police.

Assessment

Concerns raised will vary from the serious, to relatively low-level issues. The headteacher (or Chair of Governors), along with the Designated Safeguard Lead, will make an initial assessment to determine how the matter should be dealt with, ensuring any action is appropriate and proportionate. In many cases this may involve providing additional direction, support or training.

However, in cases where misconduct is suspected the following steps will be followed.

4.1 Initial investigation

The Headteacher (or Chair of Governors where the allegation relates to the Headteacher; or Chair of Trust where the allegation relates to the CEO), will themselves, or arrange for an appropriate person to, be the case manager. The individual assuming the role of case manager will be formally identified at the outset of the process and this will be recorded on the case file. The case manager will obtain advice and support as necessary; for example from their human resources provider.

In certain circumstances, such as the lack of appropriate resources within the school or, given the nature or complexity of the allegation, the school may engage an independent investigator to be the case manager.

The case manager will carry out a brief initial investigation to gather enough information to establish whether the allegation has foundation and whether the information indicates that a person has met the "harm test", which is that they have:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.
- behaved or may have behaved in a way that indicates they may not be suitable to work with children, which includes behaviour that may have happened outside of school or college that might make an individual unsuitable to work with children; this is known as transferable risk. Where appropriate an assessment of transferable risk to children with whom the person works would be undertaken. This "harm test" is explained on the Disclosure and Barring service website GOV.UK.

Where the information received clearly indicates that the harm threshold may have been met, the case manager will refer the matter immediately to the LADO and will not delay referral in order to undertake preliminary enquiries.

The initial investigation will be carried out immediately and will entail:

- making a detailed written, signed and dated record of the information reported;
- asking the person reporting the concern to immediately provide a written statement which should be signed and dated;

- fact checking to establish that the incident could have happened e.g. was the accused person and child in the place mentioned and making a written and dated record.

Parents will be informed immediately if the child is injured or needs medical treatment. The rationale for any decision to delay informing parents or carers will be documented following consultation with the LADO, police and/or children's social care.

The case manager will not:

- investigate in great depth or ask leading questions;
- interview the accused, children or any witnesses;
- make assumptions or offer alternative explanations;
- promise confidentiality, although may give assurance that the information will only be shared on a 'need to know' basis.

If the case manager considers the harm test to have been met, Section 6 of these procedures will then apply.

In many cases, the harm test will not be met, and internal procedures will be followed as set out in Section 7 of these procedures.

4.2 Third party including agency supply staff, trainee teachers, and other workers

Where a concern or allegation relates to a person employed by a third party/agency, the case manager will inform, and liaise with the employer/agency. The school will usually take the lead on the investigation but will invite the employer/agency's human resource representative, or equivalent person, to relevant meetings and keep them informed.

The case manager will carry out a brief initial investigation to gather enough information to establish whether the allegation has foundation and whether the information indicates that a person has met the "harm test" as outlined in 4.1.

5. Suspension and alternatives

On the basis of the facts available at each stage of these procedures, it may be considered appropriate to remove the accused person from certain roles or contexts or from the school entirely where:

- there is cause to suspect a child or other children at the school are at risk of harm;
- the case is so serious that it might be grounds for dismissal;
- allowing the employee to remain at work could hinder the investigatory process; or
- there is a restriction in place such as bail conditions or an interim prohibition order.

The LADO may advise on this matter, but the decision will be made by the school.

5.1 Employees

The case manager will undertake a detailed risk assessment and explore all options to avoid suspension, such as redeployment or reallocation of duties. If suspension is considered necessary, the rationale and justification will be recorded in the risk assessment in addition to the alternatives to suspension that were considered, and why they were considered not to be appropriate in the circumstances.

The employee will receive written confirmation of their suspension, including written reasons for the suspension, within one working day. They will also be notified of the support available (see section 9 below).

5.2 Volunteers and Contractors

The case manager will make a judgement, based on the nature of the concern or allegation and the evidence available, about whether it is appropriate to stop the volunteer or contractor attending school while the investigation is carried out.

5.3 Third party including agency supply staff, trainee teachers, and other workers

The case manager will liaise with the third-party employer/agency to determine whether it is appropriate to redeploy or suspend the supply staff, trainee teachers/contractors, during the investigation. The school will not decide to cease to use the worker entirely until the investigation is complete, and an outcome reached.

5.4 Governors

Where appropriate, a governor may be asked to absent themselves from some or all aspects of their functions, or in the most serious cases, and where regulations allow, may be suspended, during an investigation.

5.5 Trustees/Members

Where appropriate, a Trustee/Member may be asked to absent themselves from some or all aspects of their functions, or in the most serious cases, and where regulations allow, may be removed from office. Trustees/Members cannot be suspended under Company Law.

All arrangements will be discussed with the person concerned, confirmed in writing and kept under regular review.

5.6 Referrals

A referral will be made to the DBS, when an individual is removed from work that is regulated activity where the harm test is satisfied in respect of an individual and there is sufficient evidence to meet the referral criteria.

6. Procedures where the harm test is met

The case manager will report the allegation to the LADO within one working day. Failure to report an allegation or concern in accordance with procedures is a potential disciplinary matter. Schools will keep a secure LADO referral log. The secure LADO referral log will include the date of referral, person making the referral, brief nature of the allegation, advice received, actions taken and outcome.

The LADO will liaise with other agencies, such as the police or children's social care as appropriate, to determine next steps and the school will follow the directions of these agencies.

This may include:

- what, if any, information can be shared with parents and the accused person and at what point;
- provision of further information about child/ren or adults; and
- attendance at a strategy or management planning meeting to share relevant information and plan next steps.

The LADO will advise the school when the agencies' involvement is concluded and the matter is handed back to be dealt with through internal procedures, as set out in Section 6.

For any nursery provision, the school will inform Ofsted of any allegations of serious harm or abuse by anyone working at or looking after children at the premises. This must happen whether the allegations of harm or abuse are alleged to have been committed on the premises or elsewhere, for example, on a visit.

6.1 Criminal cases

In most cases, internal procedures cannot be applied until the conclusion of police processes. The police should inform the employer and designated officer(s) immediately when a criminal investigation and any subsequent trial is complete, or if it is decided to close an investigation without charge, or not to continue to prosecute the case after the person has been charged. In those circumstances, the designated officer(s) should discuss with the case manager whether any further action, including disciplinary action, is appropriate and, if so, how to proceed. The information provided by the police and/or children's social care services should inform that decision. Where the police are involved, wherever possible the employer should ask the police to obtain consent from the individuals involved to share their statements and evidence for use in the employer disciplinary process.

7. Internal Procedures

Internal procedures will be followed where the harm test is not met (sometimes referred to as a 'low-level concern') and where LADO, social care and/or police involvement is concluded and/or it is agreed that the school can follow its internal procedures. A 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold. 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:

- is inconsistent with the staff code of conduct, including inappropriate conduct outside of work; and
- does not meet the harm 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:

- being over friendly with children;
- having favourites;
- taking photographs of children on their mobile phone;
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door;
- humiliating students

Low–level concerns may arise in several ways and from a number of sources e.g. suspicion, complaint, disclosure made by a child, parent or other adult within or outside of the school, or as a result of vetting checks undertaken. These should be reported in the same manner as every other concern, namely to the headteacher in the first instance.

We want to create and embed a culture of openness, trust and transparency. Staff are encouraged to self-refer where they have found themselves in a situation that could be misinterpreted, might appear compromising to others, or where, on reflection, they believe they may have behaved in a way that falls below expected professional standards. This includes promptly disclosing any conduct, allegations, investigations or relationships arising outside of work that may affect their suitability to work with children or create a transferable risk. Such matters will be considered sensitively and proportionately, in accordance with this procedure, the Staff Code of Conduct and relevant employment procedures. The Staff Code of Conduct supports staff in understanding the standards of behaviour expected of them.

All low-level concerns should be recorded as soon as possible in writing by the case manager assigned once a report is received. The record should include details of the concern, the context in which the concern arose, and action taken. The name of the individual sharing their concerns should also be noted, if the individual wishes to remain anonymous then that should be respected as far as reasonably possible. These records will be kept confidential, held securely and comply with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

The Headteacher (in conjunction with the designated safeguarding leader) will undertake periodic reviews of low-level concern records to identify themes, repeated behaviours and any emerging safeguarding risks. Where a pattern of such behaviour is identified, the school/trust will decide on a course of action, either through its disciplinary procedures or where a pattern of behaviour moves from a concern to meeting the harms threshold, in which case it should be referred to the LADO. Information is retained at least until the individual leaves their employment. Any low-level concerns which are raised about supply staff, trainee teachers, or contractors will be shared with their employer.

Consideration will be given as to whether low-level concerns are appropriate to include in references, which would only be the case if the low-level concern (or group of concerns) has met the threshold for referral to the LADO and found to be substantiated.

If, at any stage, new information emerges that requires a referral as set out in section 6, the internal procedures should be held in abeyance and only resumed if agreed with the LADO, children's social care and the police. Consideration or a review of suspension/alternate arrangements should be also undertaken.

7.1 Employees

Where the concern or allegations relates to an employee, the disciplinary procedure will be applied. The outcome will be determined and communicated to the employee, and recorded as set out in Section 8.

7.2 Volunteers and Contractors

Where a concern or allegation relates to a volunteer or contractor, the case manager will arrange for an investigation to be carried out. This will involve gathering relevant information and evidence, including speaking to the volunteer.

At the end of the investigation, the outcome will be determined and communicated to the volunteer or contractor, and recorded as set out in Section 8.

Having reached a determination, the case manager will decide whether it is appropriate to allow the individual to continue to volunteer or contractor, and if so whether there are any conditions or considerations, such as additional training or supervision.

7.3 Third party workers, including agency supply staff, trainee teachers, and other workers

In the case of workers who are not employees of the school, their employer is responsible for applying their internal procedures. However, where necessary the school will lead in carrying out investigations, as agencies will not have access to children and other staff to collect facts. In any case, the school will fully co-operate with and provide support as required, to the third-party employer and other agencies. Subject to the outcome of the investigation, the school may decide to cease to engage the worker. If the school has any concerns this process has not been followed correctly, they should discuss their concerns with the LADO.

7.4 Governors

A concern about a Governor should be reported to the Headteacher of the school in which the allegation arose. The Headteacher will also inform the CEO. The outcome will be determined and communicated to the governor, and recorded as set out in section 8.

7.5 Trustees & Members

Where a concern or allegation relates to a Trustee/Member, this should be reported to the CEO, who will also inform the Chair of the Trust (unless the concern is about the Chair of the Trust). A concern about the Chair of the Trust should be passed to the Members, via the CEO, to investigate. The outcome will be determined and communicated to the Trustee/Member, and recorded as set out in section 8.

7.6 Individuals or organisations using the school premises for running activities for children

Should schools receive an allegation relating to an incident that happened when an individual or organisation was using their school premises for the purposes of running activities for children, the school will follow their normal safeguarding policies and procedures, including informing the LADO

8. Conclusion of safeguarding cases

Investigations into allegations will be completed and the outcome recorded, regardless of whether the person involved resigns or otherwise ceases their engagement at the school prior to the conclusion of the investigation or criminal or internal procedures. The individual will be invited to participate in internal procedures at all stages, but they will proceed even if the person declines to co-operate.

Settlement agreements will **not be used** to resolve employee relations matters relating to safeguarding.

.

The following definitions will be used when determining and recording the outcome of investigations:

- Substantiated: there is sufficient evidence to prove the allegation;
- Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
- False: there is sufficient evidence to disprove the allegation;
- Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence;
- Unfounded: to reflect cases where there is no evidence or proper basis which supports the allegation being made.

8.1 Records and References

Allegations which are found to be malicious or false will be removed from personnel records. In all other cases, a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, a note of any actions taken and decisions reached will be recorded and retained on the personnel file of the accused and a copy provided to the individual.

The school has a duty to report relevant safeguarding matters in employment/volunteer references in respect of relevant employment/engagement and will do so. Allegations proven to be false, unsubstantiated, malicious or unfounded will not be included in any references.

The school has an obligation to preserve records which contain information about allegations of sexual abuse for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry. All other records will be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer. Full details can be found in the school's record retention schedule.

Information relating to any involved child will be stored on the school's child protection recording system.

8.2 Referrals

A referral to the Disclosure and Barring Service (DBS), and where appropriate the teacher regulation agency, will be made on the conclusion of case where the individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

8.3 Return to work

Where it is decided on the conclusion of a case that a person who has been suspended or placed on alternate duties, can return to work, the case manager will consider how best to facilitate this.
Consideration will be given, in consultation with the person, about what help and support should be given. This may include a phased return or a short-term mentor for support and consideration of how the person's contact with the child or children to whom the allegation related can best be managed if they are still a pupil or student.

8.4 Reflections and further action

If an allegation is determined to be false or malicious, the school will liaise with relevant agencies to determine what, if any, further interventions or action may be necessary in respect of the accuser.

In other cases, the school will reflect on its practice and procedures to determine whether there are any improvements to be made.

9. Support for those involved

The school will act to manage and minimise the stress inherent in the allegations process.

- Allegations will be dealt with expeditiously, fairly and thoroughly;
- Individuals will be informed of concerns or allegations as soon as possible and given an explanation of the likely course of action, and updates on progress, unless there is an objection by the children's social care services or the police;
- Employees should contact their trade union representative and have the right of representation by a trade unions representative or work colleague at any formal disciplinary meeting.
- Other individuals should seek appropriate support e.g. citizens advice, their professional body;
- Individuals will be given access to welfare counselling or medical advice where this is appropriate and available. In the case of third-party workers, this will be the responsibility of their employer;
- All individuals subject to alternate work arrangement/suspension will be given a named contact to provide relevant updates regarding events in the workplace and to act as a conduit for information/communication as appropriate. In the case of third-party workers, this will be the responsibility of their employer.
- Employers will not prevent social contact with work colleagues and friends, when staff are suspended, unless there is evidence to suggest this may prejudice the gathering of evidence.

Parents or carers of the child or children involved should be:

- Formally told about the allegation as soon as possible. The case manager should consult the LADO and where involved children's social care and/or the police on what information can be disclosed;
- Kept informed about the progress of the case, only in relation to their child - no information can be shared regarding the staff member; and
- Made aware of the requirement to maintain confidentiality and unwanted publicity about any allegations made against teachers in schools whilst investigations are in progress as set out in section 141F of the Education Act 2002.

- Parents will be told the outcome subject to any restrictions within the Data Protection Act and where relevant, the Human Rights Act.

10. Confidentiality

It is essential that strict confidentiality is maintained at all time, by all parties.

It is however a statutory requirement for schools and where applicable their staff, to share relevant information in relation to safeguarding matters and as such the school will share information with the LADO, police, children's social care, other agencies such as the DBS and the teaching regulation agency, and individuals such as parents/carers, as required and in accordance with its obligations and any regulations, including the Data Protection Act and the Human Rights Act.

The Education Act 2002 introduced reporting restrictions preventing the publication of any material that may lead to the identification of a teacher in a school who has been accused by, or on behalf of, a pupil from the same school (where that identification would identify the teacher as the subject of the allegation). The reporting restrictions apply to everybody until the point that the accused person is charged with an offence, or until the Secretary of State publishes information about an investigation or decision in a disciplinary case arising from the allegation. The reporting restrictions are dis-applied if the individual to whom the restrictions apply effectively waives their right to anonymity by going public themselves or by giving their written consent for another to do so or if a judge lifts restrictions in response to a request to do so.

11. Associated policies

The Trust expects all employees to work in line with the staff code of conduct which, amongst other things, includes: acceptable use of technologies (including the use of mobile devices), staff/pupil relationships and communications including the use of social media.

Safeguarding recruitment is in line with Part 3 of KCSIE 2026, and these robust recruitment procedures aim to deter and prevent people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in schools and colleges.

Appendix 1

Safeguarding

Castle View School

"Safeguarding and promoting the welfare of children is **EVERYONE'S** responsibility"

KCSIE 2026

Miss E Hobbs
DSL

Mrs L Mechem
Deputy DSL

Mr N Evans
Deputy DSL

Mrs S Godfrey
Deputy DSL

Mr D Ox
Deputy DSL

Mrs P Bagley
Deputy DSL

Mrs A Bond
Deputy DSL
Family Liaison Officer

Mrs F Bevan
Deputy DSL
Safeguarding Administrator

Our email address: Safeguarding@castleviewschool.co.uk

- If you have a concern about a child, or a child has made a disclosure, and you consider the situation to be an emergency (where there is risk of harm or where a child has been harmed including any injuries, child-on-child abuse, fear of going home, risks when leaving, missing children), concerns should be **taken directly** to the **Designated Safeguarding Leads in person ASAP**.

- In the absence of the DSL, all referrals should be made to one of the **Deputy Designated Safeguarding Leads**. The absence of any of the above people should not delay appropriate action being taken. In situations of suspected or actual risk of significant harm, staff should contact **Social Care** or the **Police**. Alternatively, you can ring the 'Children & Families Hub' on **0345 603 7627** (out of hours number: **0345 606 1212**). They will advise the next steps that are needed.

- For all non-emergency concerns, or after any emergency referrals have been made in person, please log all information on **MyConcern** at the first opportunity. It is important to log the **child's words** and not your interpretation. myconcern !

Allegations about adults

Mr S Durkin
Headteacher

- If you have a **concern about a staff member** (anyone working in the school in any capacity), or a child has disclosed something about a staff member to you to suggest they have behaved in a way that has harmed/ may harm a child; possibly committed a criminal offence against or related to a child; or behaved towards a child or children in a way that indicates they may pose a risk of harm to children, please report this immediately in person to the **headteacher** (unless the allegation is about the headteacher). It is important to report and then log the **child's words** not your interpretation.
- In the absence of the headteacher, report to **Rachel Hurrell, Deputy Headteacher**. In the absence of any of the above, or if the allegation is about the headteacher, report to the chair of governors, **Natalie Osborne**. The CEO, **Andy Hodgkinson**, should also be informed. Any allegations about the CEO, Andy Hodgkinson, should be reported to the chair of the trust, **Stewart Taylor**.
- If none of these staff members are available to speak to, call the Local Authority Designated Officer (LADO) on **03330 139 797**. They advise the next steps that are needed. Record this.

Natalie Osborne - Chair of Governors
natalie.osborne@castleviewschool.co.uk

Stewart Taylor - Chair of Trust
stewartT@zmat.co.uk

All staff and visitors can make a referral. If you have any Safeguarding concerns you must speak to the Designated Safeguarding Lead following the procedure above or in an emergency you can refer directly, this includes out of usual hours and when on trips:

Children & Families Hub - 0345 603 7627 or 0345 606 1212