

MIAG



Allegations against Staff Policy

Ratified by Chair of Govs:

Signed by

Date 13/6/25

Date:

Review Date:



4. Procedures:

a. Reporting Allegations

- ✎ Any allegation must be reported immediately to the **Designated Safeguarding Lead (DSL)** or, in their absence, the **Deputy DSL**
- ✎ If the allegation is against the DSL, it should be reported directly to the **Chief Operating Officer** or the **Proprietor**
- ✎ If the allegation is against the COO or Proprietor, it should be reported to the **Local Authority Designated Officer (LADO)**

b. Initial Response

The DSL will:

- ✎ Treat the matter with confidentiality and urgency
- ✎ Make an initial assessment of the situation but **not investigate**
- ✎ Refer the allegation to the **LADO** within **1 working day**, even if the allegation appears to be false or unfounded;
- ✎ Follow LADO guidance regarding any immediate action required (e.g., suspension, risk assessment).

5. Local Authority Designated Officer (LADO):

MIAG will always consult the LADO in the local authority where the child or young person resides or where the incident occurred. The LADO will guide the process and determine whether a formal investigation is needed.

Contact details for the local **Gloucestershire LADO**:

- ✎ **Phone:** 01452 426994
- ✎ **Email:** lado@gloucestershire.gov.uk



8. Confidentiality:

- ✎ All allegations will be handled with the highest level of confidentiality
- ✎ Information will only be shared with those who need to know to manage the process
- ✎ A breach of confidentiality may result in disciplinary action

9. Outcomes:

At the conclusion of an investigation, the allegation will be classified as one of the following:

- ✎ **Substantiated** – there is sufficient evidence to prove the allegation;
- ✎ **Unsubstantiated** – there is insufficient evidence to prove or disprove the allegation;
- ✎ **Unfounded** – there is no evidence or proper basis to support the allegation;
- ✎ **Malicious** – there is clear evidence the allegation was made up

Appropriate action will be taken depending on the outcome, including possible disciplinary procedures, referral to the DBS, and support for the child/young person and staff involved.

10. Record Keeping:

- ✎ Accurate records of allegations, investigations, and outcomes will be kept securely
- ✎ Records will be retained until the individual reaches normal retirement age or for 10 years, whichever is longer
- ✎ If an allegation is proven to be false, unsubstantiated, unfounded, or malicious, it will not be included in employment references