

Statement of Procedures for Dealing with Allegations of Abuse Against Staff/Volunteers September 2024

If an allegation of abuse is made against an employee of our school then we would refer to the Lincolnshire Safeguarding Children Partnership guidance. Report a concern about a staff member or volunteer. Allegations should be reported to the Headteacher, Mr Allen. Where the Headteacher is the subject of the allegation it should be to the Chair of Governors, Mr Steve Atkinson, via the Clerk to the Governing Body, Mrs Heidi Atkinson on Heidi.atkinson@billinghay.lincs.sch.uk.

If you suspect a person who works with children, has:

- 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 that he or she may 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

A referral should be made to the Local Authority Designated Officer (LADO) by filling out the LADO referral form. The link to form is: [Report a concern about a staff member or volunteer – LSCP \(lincolnshirescp.org.uk\)](https://lincolnshirescp.org.uk)

The Managing Allegations of Abuse Made Against Persons who Work with Children and Young People procedure applies when an allegation or suspicion arises within:

- an individual's own work
- with his or her own children
- with other children living outside the family
- historical allegations

If you are unsure whether a LADO referral form should be completed, make contact with the LADO service on 01522 554674 to discuss your concerns.

Both the referrer and the LADO should be clear about who will be taking what action, or that no further action will be taken.

The LADO will make a record of this decision.

If the LADO agrees that LADO threshold is met, the referrer (if a professional) must complete the LADO referral form within 24 hours. Repeating all relevant information and any agreed actions.