



# ReConnect

## **Statement of Procedures for Dealing with Allegations Against Staff**



# Statement of Procedures for Dealing with Allegations Against Staff at ReConnect

## 1. Purpose

This statement outlines the procedures for addressing allegations made against staff members at ReConnect. It ensures the safety and well-being of all students and staff while maintaining confidentiality and due process, in compliance with safeguarding protocols and relevant legislation.

## 2. Scope

This procedure applies to all staff members at ReConnect, including full-time, part-time, temporary staff, and volunteers.

## 3. Definitions

- **Allegation:** A claim or assertion that someone has done something illegal or wrong, typically made without proof.
- **Staff Member:** Any employee or volunteer associated with ReConnect.

## 4. Reporting Allegations

- **Immediate Action:** If a student or another staff member reports an allegation, the recipient must take it seriously and ensure the safety of the complainant.
- **Reporting Procedure:** Allegations should be reported to the Designated Safeguarding Lead (DSL) or a senior manager immediately. If the allegation involves the DSL, it must be reported to the Deputy DSL or local council LADO.

## 5. Initial Assessment

The DSL or DDSL will conduct a preliminary assessment of the allegation to determine if it falls within the scope of this procedure. The assessment will consider the nature of the allegation, potential risks, and whether further investigation is required.

## 6. Referral to the Local Authority Designated Officer (LADO)

- If the initial assessment indicates that the allegation meets the threshold for LADO involvement, the DSL or senior manager must refer the matter to the LADO at Suffolk County Council within one working day.
- The referral will include relevant details, actions taken so far, and any supporting evidence. The LADO will advise on further steps, including whether to involve external authorities such as the police or safeguarding agencies.

## 7. Investigation Process

- **Formal Investigation:** If warranted, a formal investigation will be initiated. This may involve gathering evidence, interviewing the complainant, the accused, and any witnesses, and reviewing relevant documentation.

- **Confidentiality:** All parties involved will be reminded of the importance of confidentiality throughout the investigation.

## 8. Support for All Parties

- **Support for the Complainant:** The complainant will be offered support and guidance throughout the investigation, including access to counselling services if necessary.
- **Support for the Accused:** The accused will be informed of the allegations in a timely manner and will have the right to respond. They will also be provided with appropriate support throughout the investigation.

## 9. Outcomes of Investigation

Following the investigation, the DSL or senior manager will determine the outcome, which may include:

- No further action
- Disciplinary action against the staff member
- Referral to external authorities (e.g., police, safeguarding agencies)

## 10. Documentation and Record-Keeping

All allegations, investigations, and outcomes will be documented and securely stored. This documentation will include:

- Details of the allegation
- Records of interviews and evidence gathered
- Conclusions reached and actions taken Records will be handled in compliance with data protection laws and confidentiality policies.

## 11. Review and Monitoring

These procedures will be reviewed annually, or as necessary, to ensure they remain effective and compliant with relevant legislation and best practices. Ongoing training will be provided to all staff regarding safeguarding practices and the handling of allegations.

## 12. Confidentiality and Data Protection

All information related to allegations and investigations will be handled in accordance with data protection laws and confidentiality policies, ensuring the privacy and protection of all individuals involved.

### **Suffolk County Council LADO Contact:**

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