

Allegations against staff procedure & Low level concern Procedure

Allegation received against staff/volunteer/organisation using site



Concern form must be completed and sent to DSL team within 24 hours. Take immediate action if child in immediate danger Subject heading: Safeguarding

(The concern must be recorded in a neutral written record, including the context, the behaviour observed or reported, action taken, and the rationale for decisions made.)



On receiving a concern or allegation, the designated safeguarding lead must first establish whether the information may meet the harm threshold or does not meet the harm threshold. This initial assessment must be recorded and kept under review as further information becomes available. If there is uncertainty, advice must be sought from the Local Authority Designated Officer before any internal investigation begins.



Does meet threshold for harm

Consult the Local Authority Designated Officer (LADO) for advice before investigating or acting, unless immediate safeguarding action is required. DSL and Management team to agree next steps after receiving advice from LADO



Police and children's social care, teachers service(if relevant) and DBS service, must be informed where required. Support for the child and adults, confidentiality and whether suspension is necessary or other safer arrangements



Record advice, decisions, actions, outcomes and case closure

(Low-level concern records must be stored securely and retained in line with safeguarding, data protection, and record retention procedures.)



Does not meet threshold for harm



The record must be reviewed against the staff code of conduct to decide whether proportionate management action, guidance, training, supervision, or monitoring is required.

The DSL and management team must consider whether the concern forms part of a pattern or, when considered with previous information, indicates that the harm threshold may be met.



If further information suggests that the harm threshold may be met, the matter must be escalated immediately to the harm-threshold route and LADO advice must be sought before any internal investigation begins.



Record advice, decisions, actions, outcomes and case closure

(Low-level concern records must be stored securely and retained in line with safeguarding, data protection, and record retention procedures.)