

# Managing Allegations Against Staff



## TEA-BREAK GUIDE



### When should I follow the NSCP Allegations Against Staff or Volunteers Procedure?

[http://northamptonshirescb.proceduresonline.com/p\\_alleg\\_against\\_staff.html](http://northamptonshirescb.proceduresonline.com/p_alleg_against_staff.html)

In all cases in connection with a person's employment or voluntary activity where it is alleged that 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, or
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children.

If the concern is not connected to the person's employment or work activity, these procedures may also apply:

- Where concerns arise about the persons behaviour towards his/her own children or any other child. The Police and/or Children's Services should consider if they need to inform the person's employer and/or the Designated Officer (DO formerly LADO) in order to assess whether there are implications for children with whom the person has contact.
- If an allegation relating to a child is made about a person who also undertakes paid or unpaid care of vulnerable adults, Northamptonshire Safeguarding Adults' procedures should be followed.

<http://www3.northamptonshire.gov.uk/councilservices/adult-social-care/safeguarding/Pages/safeguarding-adults-forms.aspx>

### How to contact the Designated Officer (DO)?

In the first instance you should contacted one of the DO's by telephone. Names and contact details can be found on the NSCP website.

<http://www.northamptonshirescb.org.uk/schools/referrals-eha/designated-officer/>

### Initial Considerations and Contacting the DO

If there is an immediate risk, appropriate actions may need to be taken e.g. urgent involvement of police, removal of staff, securing evidence or urgent medical attention.

Any allegation or concern which arises should be reported immediately to the Senior Manager identified in the employer's internal procedures, unless that person is the subject of the allegation, or where their relationship with the subject could compromise their independence - in which case it should be reported to a designated alternative, who should then inform the DO. Where there is no Senior Manager e.g. a self-employed person, the matter should be reported directly to the DO. Where staff receive an allegation against someone from another organisation, this should be reported directly to the DO.

Staff who become aware of an allegation about a person from another agency should report this to their agency's Safeguarding Lead without delay who should, in turn, inform the DO immediately.

The DO should be consulted on all allegations that appear to meet the criteria within one working day. This should take place before any investigations commence. In less serious cases, Police and Children's Services may not need to be involved, but the DO will provide an objective view.

### Should I make a Referral?

Where appropriate, referrals should be sent to the DO using the DO Referral Form, giving as much detail as possible. Forms can be found on the links below.

[Make a Designated Officer referral \(Professionals\)](#)

[Report a concern about an adult working with children \(non-professionals\)](#)