

**Outcomes
First
Group.**

**ACORN EDUCATION
AND CARE**

OptionsAutism

MANAGING ALLEGATIONS AGAINST AN EMPLOYEE POLICY

MANAGING ALLEGATIONS AGAINST AN EMPLOYEE POLICY

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1.0 INTRODUCTION

Outcomes First Group prioritises its safeguarding duties and responsibilities towards children, young people and adults in its care, and all employees, agency staff and contractors.

Outcomes First Group recognises the importance of ensuring that the correct processes are followed as soon as an allegation is made; this supports the investigation process and protects all those involved.

This policy should be read in conjunction with your Safeguarding Policy, Keeping Children Safe in Education, Working Together to Safeguard Children, and the Outcomes First Group Disciplinary and Grievance policies. It should also be read in conjunction with each setting or provision’s Local Authority ‘Managing Allegations’ procedures and any statutory guidance. Please note that legislation and statutory guidance always supersedes this guidance.

These procedures are for managing any allegations against employees within the Outcomes First Group where concerns are raised that adults may pose or present a risk, or that they may be behaving in such a way as to pose a risk to children, young people or adults at risk, or that they may be abusing them.

This document outlines the procedures that must be adhered to in order to safeguard our children, young people and adults at risk. Any failure to follow this procedure may be dealt with under the Outcomes First Group Disciplinary Policy.

For the avoidance of doubt, the use of the word 'child' or 'young person' within this document refers to anyone under the age of 18 years; or under 25 if they have a special educational need. This policy also relates to adults in the care of Outcomes First Group.

1.1 This procedure should be applied if an employee/s have:

- Behaved in a way that has, or may have, harmed a child, young person and adult at risk;
- Possibly committed a criminal offence against, or related to, a child, young person or adult at risk;
- Behaved towards a child, young person or adult at risk in a way that indicates they may pose a risk of harm;
- Behaved in a way that indicates they are unsuitable to work with children, young people and adults at risk. This can include behaviour in their personal life that raises safeguarding concerns.

1.2 The Outcomes First Group takes its responsibilities seriously and will always act in the best interests of children, young people and adults in its care when managing allegations. Outcomes First Group will adhere to

legislation and statutory guidance including, but not limited to, [Care Act 2014](#), [Care and Support Statutory Guidance \(updated November 2022\)](#), [Keeping Children Safe in Education \(KCISE\) 2023](#), [Working Together to Safeguard Children](#) (July 2018, updated July 2022), The Wales Safeguarding Procedures [Safeguarding Wales](#) and The Children Act (Scotland) in the context of Getting It Right For Every Child (GIRFEC) [Getting it right for every child \(GIRFEC\) - gov.scot \(www.gov.scot\)](#).

- 1.3 Relationships and communication with partner agencies must be ones of openness and transparency. Information must always be shared with appropriate partner agencies when allegations have been made. Data protection is not a barrier for sharing safeguarding information.
- 1.4 If the information received indicates that a possible crime has been committed, this must be passed immediately to the police, regardless of whether the person making the complaint wishes to formally inform the police.
- 1.5 The Group Head of Safeguarding/Safeguarding Advisor and the Human Resources Operations Advisors must have oversight of all allegations made against employees. This means that following initial decision-making and consultation with other agencies, and within 24 hours all allegations must be notified to safeguarding@ofgl.co.uk and hropertationsadvice@ofgl.co.uk
- 1.6 The Senior Leader or Regional Director for the setting in which the allegation has occurred will have full management responsibility for the allegations. The Group Head of Safeguarding or Group Safeguarding Adviser will offer support, advice and guidance to Senior Leaders, Regional Directors and the Human Resources Operations Team when managing allegations.
- 1.7 The relevant Human Resources Operations Adviser will be responsible for advising on all aspects of Human Resources from a business and employee relations perspective.
- 1.8 The Director of Peoples Services, Group Director of Quality and the appropriate Managing Director will have full oversight of any serious allegations which potentially have significant implications for the safety and wellbeing of children, young people and adults in our care.
- 1.9 Safeguarding processes and procedures must take precedence over other disciplinary processes. However, it is recognised that there may be occasions when the two processes can run alongside one another. Safeguarding allegations must be investigated first and foremost, prior to any other practice or conduct issues being investigated.

2.0 THE PROCEDURE

- 2.1 Within two hours of an allegation or concern being raised regarding an employee, this must be reported to the line manager(s) with responsibility for the employee(s). If the concern is regarding a line manager, then the person must raise the concern with the named person of the Senior Leadership Team who oversees that manager.

If the concern is regarding a member of the Senior Leadership Team, then the allegation or concern must be reported to the Managing Director, Group Director of Quality and the Group Head of Safeguarding. All Outcomes First Group employees have access to a confidential and anonymous whistle-blowing facility via SafeCall 0800 915 1571 or email outcomesfirstgroup@safecall.co.uk. Employees are to familiarise themselves with the Outcomes First Group Whistleblowing policy.

- 2.2 If the allegation or concern relates to a serious incident of harm such as a serious physical assault or sexual assault/abuse or harassment, this must be immediately referred to the police and the appropriate operational Regional Director.

The matter should also be reported to safeguarding@ofgl.co.uk and hropertationsadvice@ofgl.co.uk The Human Resources Operations Advisor will immediately inform the Director of Peoples Services , Group Director of Quality and the Managing Director. In cases where there may be possible media attention, the Human Resources Advisor will also inform the Outcomes First Group's Group Commercial Director.

- 2.3 All allegations and safeguarding concerns must be reported by the operational Senior Leader or Designated Safeguarding Lead/co-ordinator to the Local Authority or their Designated Officer (LADO) or equivalent on the

same working day. For settings and agencies outside of England and for adult services where the legislation does not provide for the role of the Local Authority Designated Officer; please follow the appropriate procedures outlined in legislative and statutory guidance to inform local authorities and other professionals. It is the responsibility of the Head Teacher or Registered Manager to ensure that they are familiar with, and act in accordance with, the Local Authority Safeguarding Procedures as detailed on the Local Safeguarding Partnership website for that area. Compliance with Local Safeguarding Procedures must always take priority.

- 2.4** Residential services must notify the appropriate regulatory body for their setting (e.g. Ofsted, Care Quality Commission, Care Inspectorate Wales, Care Inspectorate Scotland) for all allegations made against employees, contractors or volunteers.
- 2.5** At the earliest possible stage, the operational safeguarding decision-maker should consider the following:
- The safety and welfare of the child, young person or adult at risk involved, and consider any support which may be required;
 - What support may be required for the employee/s who have made the allegation and any other employees involved;
 - What support may be required for the employee/s about whom the allegation is made;
 - Whether the employee can be maintained in their role safely during the investigation, subject to a risk assessment.
 - In cases where there is police involvement or a likelihood of a police investigation, consider whether the employee should be suspended without prejudice, pending an investigation.
- 2.6** When considering suspension, it is important to consider the possible risk of harm to other children, young people or adults at risk who Outcomes First Group are responsible for; as well as safeguarding the employee/s, about whom an allegation has been made. Consideration must be given as to whether it is safe for the employee/s to have continued access to children, young people or adults at risk, and whether the potential risk can be managed.
- 2.7** Suspension can only be approved by the Regional Director following consultation with the Group Head of Safeguarding/Safeguarding Advisor and HR. (Please refer to the Group's Disciplinary Policy).
- 2.8** Suspension notification form to be completed by the Human Resources Operations Advisor when decision has been made to suspend by the Regional Director. This should include details of the consultation and decision making process. A copy will be provided to the Regional Director, Regional Manager/Head of Service or equivalent.
- 2.9** For further guidance when considering a risk assessment or suspension information is available on the ACAS website at: <https://www.acas.org.uk/index.aspx?articleid=6548>
- 2.10** A record of the decision making for suspension will be contained within the Suspension Notification form that will be sent out by the Human Resources Operations Advisor.
- 2.11** Please refer to the group Managers Guidance – Suspension (See appendix 1)
- 2.12** If the allegation or safeguarding concern relates to a serious incident of harm such as a serious physical assault, physical abuse, sexual assault, sexual harassment or sexual abuse, the employee must be suspended without prejudice, pending further investigation in line with the disciplinary procedure.
- 2.13** A welfare officer will be appointed to retain contact with the employee(s) during suspension. Please refer to the welfare support guidance available by contacting your Human Resources Operations Advisor.
- 2.14** The Human Resources Operations Advisor will liaise with the Information Technology department to ensure that all electronic devices and access to emails are locked. Where necessary, arrangements will be made for any electronic devices to be returned during the suspension period. This includes work laptops, computers, mobile phones and any other device provided.
- 2.15** If a decision is taken that the employee(s) can remain in their place of work safely, a risk assessment must be completed on the same working day as the allegation is made. Please refer to the group Allegations Risk

Assessment template for more guidance if required. (See appendix 2)

- 2.16** All risk assessments must be signed off by the line Manager, Regional Manager, Head of Service or equivalent.
- 2.17** Initial fact finding may be carried out unless it is a serious safeguarding concern in which case the police are to be notified immediately. However, when fact finding, the safeguarding concern or allegation must not be shared with any employee(s) at this stage. The Group Head of Safeguarding/Group Safeguarding Adviser and the Human Resources Operations Advisor will provide advice and guidance as to how to undertake the fact find if required.
- 2.18** Where a staff member has had 3 investigations or more in a 12-month period, this will be raised by the Human Resources Operations Advisor to the Regional Manager and the Director of Operations to complete a review of the investigations, themes patterns and trends.
- 2.19** All placing authorities and families (where appropriate) must be notified of any allegations within one working day. It is the responsibility of the line manager of the employee(s), about whom an allegation is made, to ensure that placing authorities and families are updated as to the allegation and subsequent investigation, including feeding back the outcome of any investigation.
- 2.20** Within one working day of the allegation being made, the following information should be forwarded to safeguarding@ofgl.co.uk and hroperationsadvice@ofgl.co.uk
- The original incident report or record made of the disclosure, allegation, concern or complaint.
 - A copy of the referral form or correspondence with LADO (Local Authority Designated Officer or local equivalent), including details of their decision-making if available.
 - The risk assessment that has been put in place or confirmation of suspension (With Regional Director approval only)
 - The proposed Independent Investigating Officer (if known)
 - Any other information or areas that you require advice/guidance on.
- 2.21** It is the responsibility of the operational senior leader receiving the allegation or safeguarding concern to ensure that they provide weekly updates to the Human Resources Operations Advisor via email to hroperationsadvice@ofgl.co.uk
- 2.22** It is the responsibility of the operational senior leader to frequently check the progress of the matter with the police or other investigating bodies, in order to monitor the length of time an employee is suspended.
- 2.23** At any stage during the process the operational senior leader can seek advice and guidance from their Regional Director, the Group Head of Safeguarding/Group Safeguarding Adviser and the Human Resources Operations Advisor. It may be appropriate for any party to convene an urgent conference call to discuss the actions that need to be taken and to make decisions in a timely manner.

3.0 WHAT HAPPENS NEXT

- 3.1** In instances where the police have been informed of a safeguarding concern or allegation, all other processes such as disciplinary processes, should cease until the police state that they have finished their own investigation. All attempts must be made to fully cooperate with any police investigation. Communication must be open and transparent, with information being fully shared so as to support the police in their duty to investigate. Line managers must maintain regular contact with the police in order to check on progress and where possible, reduce the length of time an employee is suspended. Written confirmation must be received from the police after their investigation has finished and prior to any internal investigation starting. If an employee has breached procedures in any other manner which is not a safeguarding concern, the line manager can discuss whether an investigation into this can take place separately from the safeguarding investigation.
- 3.2** Where the LADO (Local Authority Designated Officer or local equivalent), has stated that an external investigation is to be carried out by either or both the police and Local Authority, no other investigations must be carried out. It is the Operational Manager's responsibility to ensure that they fully cooperate and support the

police and/or Local Authorities with their investigations.

3.3 Where the LADO (Local Authority Designated Officer or local equivalent) states that an internal investigation can be carried out, this should be confirmed in writing. The operational senior leader or Designated Safeguarding Lead /co-ordinator should e-mail safeguarding@ofgl.co.uk and hroperationsadvice@ofgl.co.uk to provide all of the above information detailed in **2.15**. The Group Head of Safeguarding/Group Safeguarding Adviser and/or the Human Resources Operations Advisor will review the actions taken and agreement will be made as to who will be appointed to investigate the safeguarding concern or allegation.

3.4 The Independent Investigating Officer should be someone who is considered completely impartial. It must be someone with no prior involvement in the matter being investigated. It is important to consider pre-existing relationships and whether someone can remain truly impartial if they have already formed an opinion of the person being investigated. In many cases, there are sufficient resources across the group to appoint an independent person. This is particularly important where the matter is serious or complex.

In some cases, it may be that a person internal to the service has already completed initial fact-finding actions and can reasonably and swiftly continue the investigation. Where matters are less serious or complex this may be appropriate.

In all cases, the proposed investigating officer should have had the Employee Relations disciplinary and grievance training. You can check whether an employee has received this training by contacting the Human Resources Operations Advisors.

3.5 It is the responsibility of the person completing the investigation to refer any other safeguarding information which arises within the investigation to the LADO (Local Authority Designated Officer or local equivalent) officer.

3.6 Investigations must include: interviewing the employee about whom the safeguarding concern or allegation relates to, interviewing key witnesses (children, young people and adults), reading any relevant documentation, visiting sites or areas of interest and ensuring that the procedure and process regarding disciplinary is adhered to including the completion of an investigation report.

3.7 Investigations must be written on the Outcomes First Group's investigation template (see appendix 3). Conclusions and recommendations must be made based on the factual evidence collated as part of the investigation. The investigation report must make a recommendation as to whether there is a case to answer and whether it will progress to a disciplinary hearing. Investigation reports can make recommendations regarding changes to processes or further management review(s) required. It is the responsibility of the disciplining officer and their Human Resources Operations Advisor to inform the Senior Leader of the setting or Regional Director of the outcome.

3.8 The investigator must provide weekly updates as they investigate to hroperationsadvice@ofgl.co.uk The Independent Investigating Officer should submit the completed draft investigation report to the Human Resources Operations Advisor who will quality assure the document and consider the quality of the report in terms of adherence to the template and clarity of the information included.

3.9 The investigation report must be submitted to hroperationsadvice@ofgl.co.uk who will review and quality assure the report and the findings and consult with the group Head of Safeguarding/Safeguarding Advisor if required. The Human Resources and Operations Advisor will respond to confirm that the matter will proceed to the next stage of the process. The Human Resources and Operations Advisor will distribute the final report to the Line Manager of the employee concerned and the Regional Manager/Head of Service or equivalent

3.10 The outcome of the investigation must be communicated to the LADO (Local Authority Designated Officer or local equivalent) (if required) or nation's equivalent officer and the placing authority or family (if appropriate) within one working day of the investigation being completed.

3.11 If the LADO (Local Authority Designated Officer or local equivalent) officer states that there is no further action from their perspective, the matter must still be internally investigated. If during the course of the fact finding, it becomes apparent that there are no concerns, the investigating officer must complete the report and ensure the full process is followed.

- 3.12 If the employee resigns prior to the end of the investigation and disciplinary process, the process must still be followed including convening a disciplinary meeting and ensuring that any actions such as referrals to the Disclosure and Barring Service/Disclosure Scotland and/or appropriate professional registration bodies are completed. Compromise dismissals will not occur when there are safeguarding concerns or allegations.
- 3.13 All allegations and investigations will be monitored by the Group Head of Safeguarding/Safeguarding Advisor and the Human Resources Operations Advisors. The Group Director of Quality will have oversight of the most serious allegations through a monthly monitoring report.

4.0 REFERRALS TO THE DISCLOSURE AND BARRING SERVICE (DBS) / DISCLOSURE SCOTLAND

- 4.1 If an employee is dismissed from employment due to a safeguarding concern or allegation, referral to the Disclosure and Barring Service/ Disclosure Scotland/ Access NI must be made. It is an offence not to make a disclosure referral.
- 4.2 If a DBS referral is made, at the point of completion Outcomes First Group managers must notify safeguarding@ofgl.co.uk and hroperationsadvice@ofgl.co.uk of the referral and any other possible referrals to any relevant professional body relating to the allegation made.
- 4.3 All professional conduct issues which may require a referral to a professional body, whether they relate to safeguarding children or not, must be given full consideration by the Senior Leader of the setting, the Group Head of Safeguarding and the Human Resources Operations Advisor. The Group Head of Safeguarding is responsible for auditing that this process has been conducted appropriately on a monthly basis. A report outlining all dismissals and subsequent referrals should be sent to the Group Director of Quality and Director of Peoples Services.
- 4.4 Where there is conflict in decision-making between the Group Head of Safeguarding and the Senior Leader of the setting or if there are any complex situations, the circumstances can be referred to the Group Director of Quality and the relevant Managing Director.
- 4.5 All records relating to the investigation, disciplinary process, appeal and subsequent referrals to the DBS and/or professional body must be shared with the Human Resources Operations Advisor, who will ensure they are stored securely. All information must be retained on employees' personnel files.

5.0 REFERRALS TO OTHER EXTERNAL BODIES

- 5.1 Some employees hold professional registration with other external bodies. It may be appropriate to refer an employee who is subject to an investigation into their conduct to an external body at the start of the process, during the process or when it has concluded.
- 5.2 Registered Managers, Senior Leaders, Headteachers and Principals must familiarise themselves with any professional registrations held by their employees and ensure that they are clear on the individual 'fitness to practice' processes that apply to that particular professional body, the threshold within which to refer and at what stage they require referral. The following information is not exhaustive but provides a general overview of registered professionals in Outcomes First Group.
- 5.3 Social Workers in England hold professional registration with Social Work England. In Wales, Social Workers and Social Care professionals, which includes employees who work in residential care settings, are required to register with Social Care Wales. In Scotland, registration for similar roles is required with the Scottish Social Services Council. In Northern Ireland, Social Workers are registered with The Northern Ireland Social Care Council (NISCC). Leaders must have due regard to the information sharing and referral requirements of any organisations relevant to their setting.
- 5.4 Registered Managers of social care settings are registered with Ofsted, CQC, Social Care Wales or Scottish Social Services Council. Formal notification must be made in the event of any allegation against a registered manager and if suspension has been necessary, we should be informing the relevant regulatory body of the arrangements to ensure that safe and effective care of the children or adults in the home continues while the matter is investigated.

5.5 Education leaders and teachers are registered with the Teaching Regulation Authority (England and Wales) or the General Teaching Council for Scotland. Healthcare professionals usually hold registration with the Nursing and Midwifery Council, or the Health Care Professions Council. Doctors are registered with the General Medical Council. There are a variety of organisations that counselling and therapeutic practitioners can be registered with, including the British Association for Counselling and Psychotherapy or the National Counselling Society.

6.0 LEARNING FROM ALLEGATIONS AND CONCERNS

6.1 The Investigating Officer will identify any individual, local or national learning from the incident or allegation. This will be clearly outlined in the investigation report.

6.2 All investigation and disciplinary reports/packs once completed to be sent to the Line Manager of the employee concerned and the Regional Manager/Head of Service or equivalent following Human Resources Operations Advisor review, in order for any recommendations to be carried out.

6.3 The Regional Manager/Head of Service or equivalent will become accountable for ensuring the recommendations are implemented, recorded and reviewed.

6.4 The Operational Senior Leader should implement local and individual learning **within 7 days**. The Group Head of Safeguarding will ensure that any published national learning is communicated and disseminated across the group by the Safeguarding team.

7.0 COMPLAINTS

7.1 Outcomes First Group recognises that it can be a distressing time for employees who have had allegations made against them. Support will be provided which will include weekly welfare calls. However, the appointed welfare officer must not share details of the investigation without express consent. Employees can access a counselling service to provide them with further support. See the Guide to dealing with allegations and safeguarding concerns for full details.

7.2 All efforts must be made to ensure that rigorous timescales for the completion of investigations are adhered to.

7.3 If an employee is unhappy with the way in which a safeguarding concern or allegation is being managed or investigated, they are able to complain to the investigating officer. Outcomes First Group also operates a system whereby employees are able to whistle blow anonymously if they have concerns via Safecall 0800 915 1571 or via email outcomesfirst@safecall.co.uk.

APPENDIX 1 – MANAGERS GUIDANCE - SUSPENSION

MANAGERS GUIDANCE – SUSPENSION

Please refer to the company Disciplinary policy and procedure and liaise with a member of the HR team prior to suspending any employee.

The Company reserves the right to suspend a colleague pending an investigation and hearing relating to any alleged disciplinary offence(s) where it is felt that the colleagues’ continued presence in the business may hinder an investigation or pose a risk to the business

When the business considers suspension, a point of consideration is the possible risk of harm to service users who Outcomes First Group are responsible for; as well as safeguarding the employee/s, about whom an allegation has been made. Consideration must be given as to whether it is safe for the employee/s to have continued access to service users at risk, and whether the potential risk can be managed.

When considering suspension as an option, a meeting should take place with.

BEFORE THE MEETING WITH THE EMPLOYEE

- **Suspension Consultation Meeting** – held with Regional Director/Regional Manager/Head of Service or equivalent/Safeguarding and HR to decide whether suspension the best and only outcome.
- **Alternative options** -
 - **Suspension** – to be signed off by the Regional Director
 - **Change shifts** - to be signed off by the line Manager, Regional Manager, Head of Service or equivalent.
 - **Work from home** - to be signed off by the line Manager, Regional Manager, Head of Service or equivalent.
 - **Work from a different office or site** - to be signed off by the line Manager, Regional Manager, Head of Service or equivalent.
 - **Revised duties** - to be signed off by the line Manager, Regional Manager, Head of Service or equivalent.
 - **Implement risk assessment** - to be signed off by the line Manager, Regional Manager, Head of Service or equivalent.
- **Notification of suspension** - Ensure you have the letter advising the employee of the suspension and the terms of the suspension. A template can be obtained from the HR advice team.

DURING THE MEETING WITH THE EMPLOYEE

- **Notes** - Explain that notes will be taken during the meeting to record the contents of the discussion.
- **Explain the reasons for suspension** – ensure that you explain to the employee why you are suspending them i.e. suspended on full pay pending an investigation into alleged gross misconduct.
- **Explain the terms of suspension:**
 - The employee must return any keys to their line manager.
 - The employee must remain available for work during your normal working hours should they be required to attend any investigation meetings.
 - The employee cannot perform work for any other employer, or undertake self-employment during their normal working hours.

- They must not contact by any means (directly or indirectly) any members of staff at the site or across the organisation or any partners/clients of the organisation, with the exception of line manager, HR or their welfare contact.
- The employee must refrain from attending any premises within the Outcomes First Group during this period of suspension.
- The employee must notify their line manager should they fall ill or are incapacitated and provide appropriate evidence of incapacity in accordance with the sickness absence provisions in their contract of employment.
- The employee would need to apply for annual leave, should they wish to take it, in accordance with the holiday's provisions in their contract or employment.
- Confirmation of the above – Issue the employee with a letter confirming the above.
- Period of Suspension - Inform the employee that we will endeavor to ensure that the suspension is kept to a minimum. However, Where a safeguarding concern is being investigated by an external provision, the Company may be restricted in starting an internal investigation until permitted to do so by the provision.
- Payment whilst on suspension – Whilst the employee is on suspension they will be on full pay.
- Confidentiality – Ensure that the employee is aware that the contents of the suspension meeting are strictly private and confidential and must not be shared with anyone else.

APPENDIX 2 - ALLEGATIONS RISK ASSESSMENT

Risk Assessment Description/Title	Assessment Details	
Allegation of (Insert short description) in relation to (Insert staff member(s) name)	Assessor name:	
	Name of staff member subject to risk assessment:	
	Initials of child, young person or adult (if appropriate)	
	Assessment date:	
	Date shared with staff member:	
	Review Date:	

Ref	Tasks/Issues	Risk Level (High, Medium or Low)	Who is at Risk?	Safety Measures (Amend/Delete as appropriate)	Action Required
1.	Does the allegation indicate any risk posed to children, young people or adults from the subject of the allegation?			<ul style="list-style-type: none"> • Lone working to be prevented • Change of shift to be implemented • Additional supervision measures (Please name them) 	
2.	Risk of further allegations towards (Insert name of member of staff) or other members of staff			<ul style="list-style-type: none"> • Consider if children or adults will be alone with other members of the team • Staffing ratio to be increased • Schools only – Lunchtimes and other unstructured periods • Personal care (if appropriate) 	

Policy Owner: Group Safeguarding Team

Policy: Managing Allegations Against an Employee Policy

Last Review Date: August 2023

Next Review Date: August 2024

3.	Physical contact between young people/adults and (Name of member of staff)			<ul style="list-style-type: none"> Restrict or limit possibility of physical intervention Ensure that where physical intervention may be required there are other members of staff available (Insert details). 	
4.	Risks posed to other children and young people or adults in the setting			<ul style="list-style-type: none"> Consider whether the incident has resulted in an increased risk to other children/adults in the setting. Does the child or adults involved require enhanced supervision or support levels. 	
5.	Welfare of the member of staff			<ul style="list-style-type: none"> (Name of staff member) has confirmed that there are no fitness to practice issues and they can continue to work. Any other welfare considerations to be identified here. 	
6.	Increased risk when driving			<ul style="list-style-type: none"> Restriction on use of company vehicles while the matter is investigated. Other measures to be taken during transportation of young people or adults. 	
7.	Increased risk when administering Medication			<ul style="list-style-type: none"> Other members of staff to undertake these duties. Increased level of supervision while undertaking these duties (Please name) 	

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8.	Contact with parent, carer or family of the child/young person or adult			<ul style="list-style-type: none"> No contact without express consent of the head teacher or registered manager. Contact to be limited to (Insert details) 	
9.	Prejudice of the investigation or enquiry			<ul style="list-style-type: none"> (Name of member of staff) must not discuss this matter with other members of the team (Name of member of staff) may discuss the matter with (Insert name) 	
10.	Other			<ul style="list-style-type: none"> Please consider any other matters relevant. 	

Action Plan					
No.	Action Required	Action by	Target Date	Notes/Comments	Date Completed
EG	Rota adapted to ensure that member of staff is working 2:1 at all times.	Registered Manager	01.01.19	New rota provided to member of staff	01.01.19

Notes	

Agreed With:	Name:	Date/Signature:
Line Manger		
Regional Manager		
Head of Service or equivalent		

APPENDIX 3 – INVESTIGATION TEMPLATE

Confidential Investigation Report

Name:	<i>state name of colleague being investigated</i>
Job Title:	<i>state title of colleague being investigated</i>
Place of Work:	<i>state the colleague's place of work who is being investigated</i>
Dates of Incident:	<i>State the date of the incident/s being investigated</i>
Investigating Officer Name & Title:	
Date of report completion:	

1. INTRODUCTION/ BACKGROUND OF THE ALLGEATION

State the colleague’s length of service, their role and provide a summary of the allegation, include any relevant information, e.g., previous allegations.

2. SCOPE OF INVESTIGATION

To establish whether:

Outline the specific points that the investigation is looking into; does the allegation need breaking down into separate points.

2.1 Statements were received from the following colleagues:

Name	Job Title	Date

Explain why you requested statements from these parties and advise whether they consent for their name to be shared. If you were unable to talk to any parties you deemed relevant, explain why, e.g. left the service and declined to engage.

2.2 A statement was requested from the child/young adult/adult:

Please make every effort to interview the child/young adult/adult if appropriate to gain their perspective on the allegation, their voice is key to this investigation and outcome. Consider talking to their key worker/clinician to support this communication if appropriate. If you haven’t been able to gather the child/young adult/adult’s perspective, explain why not.

2.3 The following evidence was reviewed for the purposes of this investigation:

If relevant to the case, include reference to documentations/media (e.g., CCTV) reviewed in the appendices table below. Clearly state why these were considered relevant to this investigation and if certain evidence was not available, explain why and steps taken to resolve. Examples of relevant documentation may be risk assessments, copies of supervisions etc.

2.4 Appendices:

Appendix 1	
Appendix 2	
Appendix 3	
Appendix 4	
Appendix 5	

2. FINDINGS - *If more than one allegation, separate them out below*

ALLEGATION 1: *What is the allegation headline*

What did your investigation find? Add a clear overview of your findings and state whether you feel the allegation is unsubstantiated/substantiated and why, use the supporting evidence to illustrate this is relevant. Are there any facts that could not be established, if so please explain.

ALLEGATION 2: *What is the allegation headline? Delete if not applicable*

What did your investigation find? Add a clear overview of your findings and state whether you feel the allegation is unsubstantiated/substantiated and why, use the supporting evidence to illustrate this is relevant. Are there any facts that could not be established, if so please explain

3. CONCLUSIONS & RECOMMENDATIONS

Provide a succinct overview of the above, include any mitigations considered and make recommendations if possible on how to reduce the risk of this allegation happening again to any colleague.

4. DECISION

What will the next steps be? E.g., no further action, informal action, formal action. Explain how you came to this decision and what other options you did consider and why they weren't pursued

5. ORGANISATIONAL LEARNING

State whether there are any lessons learnt that would be useful the organisation/all. For example, changing a policy/process.

6. FEEDBACK TO THE CHILD/YOUNG ADULT/ADULT

Please confirm the outcome of the investigation has been shared with XXXXXX and consider the impact this may have on them. If you're not able to share this, explain why.

END OF REPORT

We are part of the Outcomes First Group Family, by working together we will build incredible futures by empowering vulnerable children, young people and adults in the UK to be happy and make their way in the world.

The logo for Outcomes First Group, consisting of a teal circle containing the text "Outcomes First Group." in white.

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