



The Park Federation Academy Trust Wood End Park Academy

**Statement of procedures for dealing with allegations of abuse
against staff**

Approval

Approved by CEO and Federation Principal on behalf of the Board of Directors	Dr. Martin Young
Date of approval	July 2021
Date of review	June 2023

Notes on Document Control

This document is the property of The Park Federation Academy Trust and its contents are confidential. It must not be reproduced, loaned or passed to a 3rd party without the permission of the authoriser.

It is controlled within the Park Federation Academy Trust Admin Server where the electronic master is held and can be accessed on a read only basis, subject to security permissions.

Users of the document are responsible for ensuring that they are working with the current version.

Paper or electronic copies may be taken for remote working etc. However, all paper copies or electronic copies not held within the Admin Server are uncontrolled. Hence the footer 'DOCUMENT UNCONTROLLED WHEN PRINTED' which must not be changed.

Once issued, as a minimum this document shall be reviewed on an annual basis by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right-hand margin.

To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

Statement of procedures for dealing with allegations of abuse by staff at Wood End Park Academy or by The Park Federation Central Trust Team

Please read this policy in conjunction with the Child Protection Policy on the Wood End Park Academy Website. Thank you.

Key People:

Surjeet Johra (Academy Principal)

Sapna Khehar(Designated Safeguarding Lead)

Dr. Martin Young (Trust's Chief Executive Officer)

Ranisha Dhamu (Trust's Safeguarding Governance Lead)

Allegations against Wood End Park Academy staff

If a complaint of abuse is made against a member of staff at Wood End Park Academy, the person receiving the complaint must take it seriously and immediately inform the Academy Principal at the school. A record of the concerns must be made, including a note of anyone else who witnessed the incident or allegation. **The Local Authority Designated Officer (LADO) must be involved at this initial stage.**

The LADO will decide whether the allegation needs to be reported to the Police or should be dealt with by Social Services or referred back to the school to manage. If it is decided to refer to the school, the federation's Central Trust HR team will support the school with the investigation if one is warranted.

Allegations against a member of the federation's Central Trust Team staff

The federation has employees who are members of a Central Trust Team. These employees work across a number of federation schools, including Wood End Park Academy. If a complaint of abuse against one of these employees is received at Wood End Park Academy, it must be taken seriously and immediately reported to the Academy Principal. A record of the concerns must be made, including a note of anyone else who witnessed the incident or allegation. The Local Authority Designated Officer (LADO) must be involved at this initial stage. The federation's Chief Executive Officer (CEO) should be informed too.

The LADO will decide whether the allegation needs to be reported to the Police or should be dealt with by Social Services or referred back to the school to manage. If it is decided to refer to the school, the federation's Central Trust HR team will support the school with the investigation if one is warranted.

Allegations against a supply teacher:

If a complaint of abuse is made against a supply teacher working at Western House Academy, the person receiving the complaint must take it seriously and immediately inform the Academy Principal at the school. A record of the concerns must be made, including a note of anyone else who witnessed the incident or allegation. **The Local Authority Designated Officer (LADO) must be involved at this initial stage along with the agency who supplied the teacher.**

Allegation against the Academy Principal:

If the allegation is made against the Academy Principal, the Trust's CEO will contact the LADO at this initial stage. The procedures in this case will be similar to those for any other member of staff.

The LADO will decide whether the allegation needs to be reported to the Police or should be dealt with by Social Services or referred to the school to manage. If it is decided to refer to the school, the federation's Central Trust HR team will support the CEO with the investigation if one is warranted.

Allegation against the Trust's Chief Executive Officer:

If the allegation is made against the Trust's CEO, the Governance Safeguarding Lead will contact the LADO at this initial stage. The procedures in this case will be similar to those for any other member of staff.

The LADO will decide whether the allegation needs to be reported to the Police or should be dealt with by Social Services or referred to the school to manage. If it is decided to refer to the school, the federation's Central Trust HR team will support the Governance Safeguarding Lead with the investigation if one is warranted.

Referral to the Disclosure and Barring Service (DBS):

A referral to the Disclosure and Barring Service (DBS) will be made by the Academy Principal if a person at his or her school in regulated activity has been dismissed or removed due to safeguarding concerns or would have been had they not resigned.

A referral to the Disclosure and Barring Service (DBS) will be made by the CEO if the Academy Principal has been dismissed or removed due to safeguarding concerns or would have been had they not resigned.

A referral to the Disclosure and Barring Service (DBS) will be made by the CEO if a Central Trust employee in a regulated activity has been dismissed or removed due to safeguarding concerns or would have been had they not resigned.

A referral to the Disclosure and Barring Service (DBS) will be made by the Governance Safeguarding Lead if the CEO has been dismissed or removed due to safeguarding concerns or would have been had they not resigned.

