



# **The Park Federation Academy Trust**

## **West Drayton Academy**

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

## Approval

<b>Approved by CEO and Federation Principal on behalf of the Board of Directors</b>	Dr. Martin Young
<b>Date of approval</b>	September 2022
<b>Date of review</b>	August 2023

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**Statement of procedures for dealing with allegations of abuse against WestDrayton Academy or The Park Federation Academy Trust staff**

***Please read this policy in conjunction with the Child Protection Policy on the West Drayton Academy Website. Thank you.***

### **Allegations involving academy or trust staff**

If a child, or parent, makes a complaint of abuse against a member of staff at West Drayton Academy or a member of staff working for The Park Federation Academy Trust but not in this particular school, the person receiving the complaint must take it seriously and immediately inform the Academy Principal at West Drayton Academy.

#### *Allegation against a school-based member of staff:*

Any member of staff who has reason to suspect that a pupil may have been abused by another member of The Park Federation staff, either at school or elsewhere, must immediately inform 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 LADO will convene an Allegations against Staff or Volunteers (ASV) meeting. At this meeting it will be decided whether the allegation needs to be reported to the Police or should be handed back to the school to manage. If it is decided to refer the matter back to the school, the LADO will support the school with any matters concerning the school's own investigations.

#### *Allegation against the Academy Principal:*

If the allegation is made against the Academy Principal, the Trust's Chief Executive Officer will contact the LADO at this initial stage. The procedures in this case will be like those for any other member of staff. If it is decided by the ASV meeting to hand back the matter to The Park Federation to manage, the LADO will support the federation's Chief Executive Officer with any matters concerning the federation's own investigations.

#### *Allegation against a member of staff in a non-school-based position:*

If the allegation is made against a member of staff in a non-school-based position (e.g., cross-federation finance, estates, HR etc.), the Trust's Chief Executive Officer will contact the LADO at this initial stage. The procedures in this case will be like those for a school-based member of staff. If it is decided by the ASV meeting to hand back the matter to The Park Federation to manage, the Chief Executive Officer will arrange the investigations with the support of the LADO.

#### *Allegation against the Trust's Chief Executive Officer:*

If the allegation is made against the Trust's Chief Executive Officer, the Safeguarding Director on the Board of Directors will contact the LADO at this initial stage. The procedures in this case will be like those for any other member of staff. If it is decided by the ASV meeting to hand back the matter to The Park Federation to manage, the Safeguarding Director will arrange the investigations with the support of the LADO.

#### *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 Chief Executive Officer 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 Chief Executive Officer if a non-school-based member of staff 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 Safeguarding Director of the Board if the Chief Executive Officer has been dismissed or removed due to safeguarding concerns or would have been had they not resigned.