The Olympus Academy Trust
Allegations of Abuse Against Staff Policy

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Amendment History

Version	Amendment Date	Author	Amendment Summary
v2.1	17th January 2020	Head of HR	• New Trust document version system implemented. • Change from OAT to Olympus Academy Trust. • Update on Keeping Children Safe in Education now September 2019 not 2016 (para 1.2).
v2.2	31st January 2020	Head of HR	• Reference made to the Children's Barred List (List 99) (appendix 1, para 8.2). • Approved by the RNC.
v3.0	11th February 2020	Head of HR	• Ratified by the Board. • Policy issued.

v3.1	11th November 2020	Head of HR	• Update on Keeping Children Safe in Education now September 2020 not Sept 2019. Includes 4th Bullet point which relates to 'Transfer of Risk' and includes supply staff procedures. Policy updated to reflect this. • Appendix 1, Section 9.3 - DBS and List 99 Referrals updated to include supply staff and volunteers if required.
v3.1	18th November 2020		• Approved by the RNC.
v3.1	15th December 2020		• Approved by The Board of Trustees.
v4.0	15th December 2020		• Policy Issued.
v4.1	13th August 2021	Head of HR & Trust Designated Safeguarding Lead	• Section 4 included on Low Level Concerns that don't meet the harm threshold.
v4.1	13th August 2021	Head of HR	• Section 2.1 Added "Behaved or may have behaved in a way that indicates they may not be suitable to work with children."
v4.2	13th September 2021	Head of HR	• Appendix 1 Section 3 – Updated in line with KCSIE Paragraph 74.
v4.3	20th October 2021	Executive Assistant	• Appendix 1 Section 3.1 Replaced "Executive Headteacher an CEO" with "the Trust's Executive Team • Appendix 1 Section 7.4 Replaced "CEO, Executive Headteacher and Trust's Senior Leadership Team" with "a member of the Trust's Executive Team.
v4.4	20th October 2021	Executive Assistant	• Approved by The Board of Trust
v5.0	20th October 2021	Executive Assistant	• Policy Issued.
v6.0	23rd August 2022	Head of HR	• To reflect new information in KCSIE (paragraph 432) and Appendix 3 to share low level concerns with confidentiality (section 4.3 amended). Humiliating learners added as an example of behaviour
v6.0	21st September 2022	Policy Coordinator	• Reviewed by JCNC and reviewed and approved by RNC. • Policy issued.
v7.0	17th August 2023	Head of HR	• Update to KCSIE 2023

			• Governors/Trustees, Contractors and volunteers included in the policy • Update to Appendix 1 section 3.3 - keep agency HR (or equivalent) updated • Appendix 1 Section 4.4 - Updated for all low level concerns to be sent to HR for central recording Appendix 1 Section 7.7 - added reference prohibition order made • Appendix 1 Section 9.2 - Substantiated allegation outcomes to be referred to the TRA
V8.0	10th September 2025	Head of HR	• Update to KCSIE 2025
V8.1	18th November 2025	JCNC Feedback	• Union Feedback updated • DEI Statement added
V8.2	27th November 2025	Policy Coordinator	• Approved by RNC

1. General Principles

1.1 The Olympus Academy Trust is committed to providing the highest level of care for both its students and its staff. It is extremely important that any allegations of abuse against a teacher, any other member of staff, supply staff, contractor or volunteer within our Trust is dealt with thoroughly and efficiently, maintaining the highest level of protection for the child whilst also giving support to the person, who is the subject of the allegation.

1.2 Our policy is in line with statutory guidance from the Department of Education in Part 4 of Keeping Children Safe in Education: https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

1.3 This policy is designed to ensure that all staff, learners, parents and carers are aware of the procedure for the investigation of allegations of abuse in order that all complaints are dealt with consistently, and as efficiently as possible.

1.4 This policy only applies to adults currently working at the Olympus Academy Trust (including Governors, Trustees, supply staff, contractors and volunteers). Allegations concerning someone who is no longer at the Trust will be reported directly to the police.

1.5 All allegations will be taken seriously and investigated immediately.

2. Purpose of the Policy

2.1 This policy will be used in any case where it is suspected or alleged that a member of staff, supply staff, contractor or a volunteer within the Trust 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 would pose a risk of harm if they work regularly or closely with children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

2.2 Cases which are not covered by the above will be dealt with under the staff disciplinary arrangements (all relevant polices can be found on the Trust google drive Olympus All Staff >> Policies >> HR Policies)

2.3 It is imperative that allegations against staff are dealt with as efficiently as possible to minimise the risk to the child, minimise the impact on the child's academic progress and ensure a fair and thorough investigation for all parties. To enable this to happen, all staff, parents, carers, supply staff, volunteers, contractors and learners should be aware of the contents of this policy and the procedures set out in the appendix.

2.4 This policy aims to strike a balance between the need to protect children from abuse and the need to protect staff, supply staff, contractors, and volunteers from false or unfounded allegations. Staff who are concerned about the conduct of a colleague towards a learner are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of the child is paramount and must report their concerns immediately.

2.5 This policy must be followed when dealing with allegations, but may be adapted to each case. This policy will be used alongside the Trust's Complaints policy and Safeguarding and Child Protection policy. (all relevant polices can be found on the Trust google drive Olympus All Staff >> Policies >> HR Policies)

3. Confidentiality

3.1 The school will make every effort to guard the privacy of all parties during and after an investigation into an allegation. It is in everyone's best interest to maintain this confidentiality to ensure a fair investigation with minimum impact for all parties.

3.2 A breach of confidentiality will be taken seriously and may warrant its own investigation. It is a criminal offence to publish information that could lead to the identification of someone who is the subject of an allegation before they are charged or summonsed.

3.3 The Education Act 2011 introduced reporting restrictions preventing the publication of any material that may lead to the identification of a teacher who has been accused by, or on behalf of, a learner from the same school or college (where that identification would identify the teacher as the subject of the allegation).

3.4 The legislation imposing restrictions makes clear that "publication" of material that may lead to the identification of the teacher who is the subject of the allegation is prohibited. "Publication" includes "any speech, writing, relevant programme or other communication in whatever form, which is addressed to the public at large or any section of the public". This means that a parent who, for example, published details of the allegation on a social networking site would be in breach of the reporting restrictions (if what was published could lead to the identification of the teacher by members of the public).

3.5 No information will be given to the media.

4. Monitoring and Review

4.1 The Trust will review this policy every two years as a minimum and assess its implementation and effectiveness.

4.2 In addition to this cycle, the policy and related processes will be reviewed in each case an allegation is made to see if there are any improvements that can be made in its practice that may help to prevent similar cases in the future.

APPENDIX 1

1. Procedure for Managing Allegations of Abuse

1.1 The procedure for managing allegations of abuse against teachers and other staff follows statutory guidance set out in the Department for Education's *'Keeping Children Safe in Education (September 2025)'*.

2. Procedure for Managing Allegations Against Staff in their Personal Lives ie Transfer of Risk

2.1 If an allegation arises about a member of staff outside of their work with children, then this may present a risk to children for whom the member of staff is responsible. Therefore a LADO referral must be considered and the same principals and procedures will apply as outlined in this policy.

Examples of Transfer of Risk:

- member of staff's own children are the subject of a Child Protection Plan or the subject of other safeguarding concerns;
- alcohol or drug misuse issues (specialist support should be sought before considering any formal action against the employee recognising alcohol or substance abuse dependency should first be treated as a health concern).
- perpetrator of domestic abuse;
- living with someone who has a criminal conviction that falls within the Disqualification by Association guidance if applicable.

2.2 If the member of staff lives in a different authority to that which covers their workplace, liaison should take place between the relevant agencies in both areas.

2.3 The member of staff should be given the opportunity to inform their employer in advance of statutory agencies making contact within a tight agreed timescale. Any decision not to inform the member of staff should only take place if this is likely to undermine the investigation or place children at further risk. Decisions and reasoning must be clearly recorded with legal advice being sought when needed.

3. Reporting an Allegation against staff member

3.1 For staff working within any of the schools across the Trust, allegations will be reported to the Headteacher immediately or, where the Headteacher is the subject of concern, to the Trust's Executive Team or Olympus Academy Trust Safeguarding Lead. If concerns are against a Headteacher, this should then be referred to the Chair of Governors. Where there is any potential conflict of interest in reporting to a Headteacher then this should be reported directly to the LADO.

3.2 For staff working with the Trust's central operations functions, allegations will be reported to a senior executive lead of the Trust's Senior Leadership team, CEO or Olympus Academy Trust Safeguarding Lead.

3.3 Whilst the Trust are not the employer of supply staff, contractors and volunteers, any allegation should be reported as in points 2.1 and 2.2 above. When using an agency the Trust will inform them of its processes for managing allegations by providing them with an up to date copy of this policy. Agencies will be fully involved with any concerns raised and the Trust are to invite their HR Manager or equivalent to meetings to keep them up to date.

3.4 These key staff have overall accountability for ensuring any allegation reported to them is followed up immediately and investigated in full. This includes liaison with the Local Authority Designated Officer (LADO).

3.5 Key senior leaders within the Trust will be informed of any allegations that are made but will not be actively involved in the process, unless necessary. To ensure any allegation is taken seriously and managed promptly and efficiently with due consideration to confidentiality, the involvement of other members of a school's leadership team should be by exception and only when deemed absolutely necessary by the Headteacher.

3.6 In any case where it is suspected or alleged that a member of staff, supply staff, contractor or a volunteer within the Trust 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 would pose a risk of harm if they work regularly or closely with children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

The Local Authority Designated Officer (LADO) should be immediately contacted for further advice and so they can consult police and children's social care services as appropriate. The decision to refer the allegation is not a judgement as to whether the concerns are founded or not.

3.8 The LADO will discuss the nature, content and context of the allegation and agree a course of action to decide whether:

- no further actions are needed;
- a strategy discussion should take place;
- there should be immediate involvement of the police or social care.

3.9 The Trust will share available information with the LADO about the allegation, the child, and the person against whom the allegation has been made; the LADO will consider whether a police investigation or a strategy discussion is needed. Other agencies may be invited into the discussion and could include representatives from Health, Social Care or Police.

4. Concerns that do not meet the harm threshold

4.1 Low level concerns

- As part of their whole school approach to safeguarding, schools should ensure that they promote an open and transparent culture in which all concerns about all adults working in or on behalf of the school or Trust (including supply teachers, volunteers and contractors) are dealt with promptly and appropriately.

- It is important to create a culture in which **all** concerns about adults are shared responsibly and with the right person, recorded and dealt with appropriately. This should encourage an open and transparent culture and enable schools to identify concerning, problematic or inappropriate behaviour early; minimise the risk of abuse; and ensure that adults working in or on behalf of the school or college are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the institution.

4.2 What is a low level concern?

- The term 'low-level' concern does not mean that it is insignificant; it means that the behaviour towards a child does not meet the threshold. A low-level concern is any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school or college may have acted in a way that:

    - is inconsistent with the Staff Code of Conduct Policy, including inappropriate conduct outside of work, and

    - does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to the LADO.

- Examples of such behaviour could include, but are not limited to:

    - being over friendly with children;
    - having favourites;
    - taking photographs of children on their mobile phone;
    - engaging with a child on a one-to-one basis in a secluded area or behind a closed door; or,
    - using inappropriate sexualised, intimidating or offensive language;
    - humiliating learners

    Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

- It is crucial that any such concerns, including those which do not meet the allegation/harm threshold, are shared responsibly and with the right person, and recorded and dealt with appropriately. Ensuring they are dealt with effectively should also protect those working in or on behalf of schools and colleges from potential false allegations or misunderstandings.

4.3 **Sharing Low-level Concerns**

- Low-level concerns about a member of staff, supply staff, volunteer or contractor should be reported to your Headteacher or Senior Executive lead in the first instance with confidentiality. The Headteacher should be the ultimate decision maker in respect of all low-level concerns, although it is recognised that the Headteacher may wish to consult with the DSL and take a more collaborative decision making approach.

- Schools should ensure they create an environment where staff are encouraged and feel confident to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection, they believe they have behaved in such a way that they consider falls below the expected professional standards.

- Where a low-level concern relates to a person employed by a supply agency or a contractor to work in a school, that concern should be shared with the Headteacher or Senior Executive lead, recorded and their employer notified about the concern, so that any potential patterns of inappropriate behaviour can be identified.

4.4 **Recording low-level concerns**

- All low-level concerns should be recorded in writing by the Headteacher or Senior Executive lead and Headteacher and a copy should be sent to HR so there is a central record. The record should include details of the concern, the context in which the concern arose, and action taken. The name of the individual sharing their concerns should also be noted, if the individual wishes to remain anonymous then that should be respected as far as reasonably possible. These records can be kept, but they must be kept confidential, held securely and comply with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

- Records should be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified. Where a pattern of such behaviour is identified, the school should decide on a course of action, either through its disciplinary procedures or where a pattern of behaviour moves from a concern to meeting the harms threshold, in which case it should be referred to the LADO. Consideration should also be given to whether there are wider cultural issues within the school or college that enabled the behaviour to occur and where appropriate policies could be revised or extra training delivered to minimise the risk of it happening again.

- It is for schools to decide how long they retain such information, but it is recommended that it is retained at least until the individual leaves their employment.

4.5 **References**

- Only substantiated safeguarding allegations should be provided in references. Low level concerns should not be included in references unless they relate to issues which would normally be included in a reference, for example, misconduct or poor performance. It follows that a low-level concern which relates exclusively to safeguarding (and not to misconduct or poor performance) should not be referred to in a reference. However,

where a low-level concern (or group of concerns) has met the threshold for referral to the LADO and found to be substantiated, it should be referred to in a reference.

4.6 **Responding to low-level concerns**

- Concerns about safeguarding should be reported to the Headteacher or Senior Executive lead. If the concern has been raised via a third party, the Headteacher or Senior Executive lead should collect as much evidence as possible by speaking:
    - directly to the person who raised the concern, unless it has been raised anonymously; please refer to section 6 of the Trust's Safeguarding and Child Protection Policy
    - to the individual involved and any witnesses.
- The information collected will help them to categorise the type of behaviour and determine what further action may need to be taken. All of this needs to be recorded along with the rationale for their decisions and action taken**.**

5. **Investigation**

5.1 An investigation into the allegations is normally carried out by the Trust and/or the Children's Social Care team. This also applies to supply staff as agencies do not have direct access to children or other school staff, so they will not be able to collect the facts when an allegation is made, nor will they have all the relevant information required by the LADO as part of the referral process. The agency should however be fully involved and co-operate in any enquiries from the LADO, police and/or Children's Social Care. This will be agreed at the initial evaluation stage. Where the Trust is not conducting the safeguarding investigation it will cooperate with investigative agencies. The Trust recognises the impact an investigation may have on any member(s) of staff involved in the process. Therefore any investigation will be conducted in a timely and efficient manner but not to the detriment of a thorough and proper exploration of the allegation.

5.2 Internal investigations must be second to any safeguarding investigation and may need to be delayed until the external investigation is complete.

5.3 Any allegation against a member of staff (including supply staff, contractor or volunteer) that does not, in the judgement of the Trust, satisfy the criteria outlined earlier, should be investigated and dealt with through the Trust's internal disciplinary procedures.

5.4 The Trust appreciate that this can be a difficult time and all staff can access the Trust's Employee Assistance Programme – Health Assured. You can contact Health Assured via telephone on 0800 028 0871 and quote 'Olympus Academy Trust'. Alternatively, you can access their health & well-being portal, as follows:

Website: www.healthassuredeap.co.uk
Username: Medigold
Password: EAP

6. Supporting Those Involved

6.1 Parents and carers will be notified by the Trust if their child makes, or is involved in, an allegation against staff if they do not already know. However, if the Police or Social Care are to be involved, they will be contacted first and will advise as to what information may or may not be disclosed to the parents.

6.2 Parents and carers will be made aware of any progress in the investigation, and where there is no criminal prosecution, the outcome will be explained to them. This may be a disciplinary outcome. During a disciplinary hearing the deliberations and information used for making a decision are usually confidential, but parents will be told the outcome.

6.3 Parents and carers should also be made aware of the prohibition on reporting or publishing allegations about teachers[1]. Social Care and the Police may be involved, depending on the severity of the case, and will provide the School with advice on what type of additional support the child may need.

6.4 The Trust's Whistleblowing Policy enables staff to raise concerns or allegations against their colleagues in confidence and allows for a sensitive enquiry to take place.

6.5 The Olympus Academy Trust has a duty of care to its employees and will do everything to minimise the stress of any allegations and the subsequent investigation and process. It is essential that any allegation of abuse made against a teacher or other member of staff, supply staff, contractor or volunteer across the Trust is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

6.6 The person who is the subject of the investigation will be informed by the Trust as soon as the allegation has been made. The employee will then be advised on what the next course of action will be. However, if the Police or Social Services are to be involved, they will be contacted before the employee and will advise as to what information may be disclosed to the person under investigation.

6.7 The Trust will keep the subject of the allegation informed of the progress of the case and any other work-related issues. If the employee is a member of a union or any other professional association, they should be advised to contact that body at the outset of the investigation.

6.8 The employee may need additional support and the Trust should consider what might be appropriate to best accommodate this. If it is a criminal investigation and the police are involved, they may provide this additional support.

6.9 The Trust appreciate that this can be a difficult time and all staff can access the Trust's Employee Assistance Programme – Health Assured. You can contact Health Assured via telephone on 0800 028 0871 and quote 'Olympus Academy Trust'. Alternatively, you can access their health & well-being portal, as follows:

Website: www.healthassuredeap.co.uk
Username: Medigold
Password: EAP

[1] Section 141F of the Education Act 2002

7. **Suspensions**

7.1 The Trust will not suspend a member of staff without serious consideration. The Trust will not suspend a member of staff automatically when an allegation has been made. Typically, suspension will only be considered in cases where there is cause to suspect a child or other children at the school are at risk of harm, or if the nature of the case warrants a criminal investigation, or where the case is so serious that it might be grounds for dismissal.

7.2 Whilst the Trust is not the employer of supply staff, it will ensure allegations are dealt with properly. The school/Trust will not cease to use the member of supply staff due to safeguarding concerns, without finding out the facts and liaising with the LADO to determine a suitable outcome. The Trust will discuss with the relevant Supply Agency whether it can redeploy their staff member to another part of the school, whilst they carry out their investigation as in point 5.1 above. If redeployment is not possible, the school/Trust may ask the agency to provide alternative cover until the investigation is concluded.

7.3 Depending on the nature of the case, it may be possible that alternative arrangements are made so that the individual can continue working, but is removed from contact with the child to whom the allegation relates. This may take the following forms:

- redeployment within the school/Trust so that the individual does not have direct contact with the child or children concerned;
- providing an assistant to be present when the individual has contact with children;
- redeploying to alternative work in the school/Trust so the individual does not have unsupervised access to children;
- moving the child or children to classes where they will not come into contact with the member of staff, making it clear that this is not a punishment and parents have been consulted;
- temporarily redeploying the member of staff to another role in a different location, for example to an alternative school or work location across the Trust.

7.4 The decision on whether or not a suspension is necessary can only be taken by the following key staff:

- Headteacher/Line Manager
- A member of the Trust's Executive team

and this will normally be following a discussion with the LADO and in line with any advice provided by the Police and/or Social Care via an allegations meeting

7.5 Police involvement does not make it mandatory to suspend a member of staff; this decision should be taken on a case-by-case basis with consideration being given to any potential risks.

7.6 Any suspension in no way imply guilt or otherwise the Trust will always assess alternatives to suspension and consider why that may not be appropriate in the circumstances that will be considered and the situation before any suspension.. Where it is deemed that a suspension is appropriate, the employee will be informed of the reason for the suspension in writing, will continue to receive full pay for the duration of the suspension and receive written confirmation within one working day. The employee should be informed at the point of their suspension who their named contact is within the organisation and be provided with their contact details.

7.7 Where the Trust is made aware that the Secretary of State has made an interim prohibition order in respect of an individual who works at a school, we will take immediate action to ensure the individual does not carry out work in contravention of that order.

8. Resignations

8.1 If an employee hands in their resignation when the allegation is made against them or during an investigation, the investigation will still continue until an outcome has been reached, with or without the employee's cooperation. They will be given full opportunity to answer the allegation.

8.2 If an agency supply, contractor or volunteers staff member does not attend work following an allegation or during an investigation, the LADO should be contacted again, the investigation continued until an outcome has been reached, with or without the supply staff's cooperation and the agency should be kept fully informed.

8.3 It is not appropriate to use compromise agreements in situations which are relevant to these procedures.

9. Action on Conclusion of the Case

9.1 The following definitions are used when determining the outcome of allegation investigations:

- **Substantiated**: there is sufficient evidence to prove the allegation;
- **False**: there is sufficient evidence to disprove the allegation;
- **Unsubstantiated**: there is insufficient evidence to either to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence;
- **Malicious**: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;

9.2 At the conclusion of any investigation it will be for the Trust to decide as to whether disciplinary action should follow. In cases where substantiated is the outcome, the case manager must consider to refer to the TRA. This decision will be taken with consideration to any advice provided by the LADO. In cases where disciplinary action is deemed appropriate, then the Trust's internal disciplinary procedures will be followed. In cases where disciplinary action is not deemed appropriate, the Trust will ensure the subject of the allegation is informed as such immediately and necessary steps are taken to close the matter. Support will be

offered to the employee to facilitate their return to normal working practices, if required. This will also include agreement on the communication approach in relation to the reason for their absence from work.

9.3 Where an employee has been suspended, the Trust will ensure provisions are put in place to ensure a smooth return to work and as smooth a transition as possible. This will be managed on a case by case basis, but may involve a phased return or the use of another member of staff as a support system in the short term. If the child to whom the allegation related is still at the school, the Trust will consider what needs to be done to manage the contact between employee and child.

10. DBS and List 99 Referrals

10.1 The Trust has a legal duty to refer to the DBS **anyone** who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

10.2 The Trust will be advised by either the LADO or the Police and/or Social Services on whether a referral for consideration of the Children's Barred List (List 99) action is required or necessary. Referrals should be made as soon as possible after the resignation or removal of the individual. The DBS will consider whether to bar the person.

10.3 Please note that supply staff and volunteers should also be included in 8.1 and 8.2 above with Supply Agencies and contractors being informed if their staff have been referred.

11. Record Keeping

11.1 Detailed records of all allegations made, investigations and outcomes should be kept in the personnel file of the employee who has been under investigation. The employee will also be entitled to be given a copy of the same information.

This will enable the school to:

- prevent unnecessary re-investigation in the future if an allegation re-surfaces;
- where DBS checks highlight incidents of allegations that did not result in any criminal charges, records will need to show exactly what happened, what points of action were taken during and after the investigation, and how the result of the investigation was reached;
- provide all necessary information, as legally required, for future schools if they require a reference. Allegations that are proven to be false, unsubstantiated or malicious will not be used in employee references. A history of repeated concerns or allegations which have all been found to be false, unsubstantiated or malicious should also not be included in any reference.

The record will be kept (including for employees who leave the Trust) for at least 10 years, or until the person reaches normal retirement age, whichever is longer.

12. Malicious or Unsubstantiated Allegations

12.1 For any allegations that are made by an adult and that are subsequently found to be unsubstantiated or malicious, the Trust will determine whether to take further action under the Trust's disciplinary procedure. In addition, this information may be handed over to the Police who may take further action against that person.

12.2 If an allegation made by a learner is determined to be unsubstantiated or malicious, the LADO should refer the matter to the Children's Social Care Services to determine whether the child concerned is in need of services, or may have been abused by someone else. The Trust will decide what the proper sanction will be for the learner who made the false allegation, which may include suspension or permanent exclusion[2] or referring the case to the Police if the school thinks a criminal offence has been committed.

12.3 Where an allegation is proven to be false, the Trust may refer to Social Services to determine whether the child is in need of special care, or to help to understand if they are being abused elsewhere.

13. Review and Continuous Improvement

13.1 No matter what the outcome is of an allegation of abuse against staff, the Trust will review the case to see if there are any improvements that can be made in its practice or policy that may help to prevent similar cases in the future.

14. Diversity, Equity and Inclusion Statement

We are committed to fostering a diverse, equitable, and inclusive environment where every individual is valued and respected. Our policies reflect our dedication to creating a workplace that embraces differences and promotes fairness. We believe that diversity enriches our organisation and drives innovation, and we strive to ensure that all employees have equal opportunities to succeed and thrive.

[2] The Headteacher at each school within the Trust has the authority to exclude a learner in line with the School's Behaviour policy