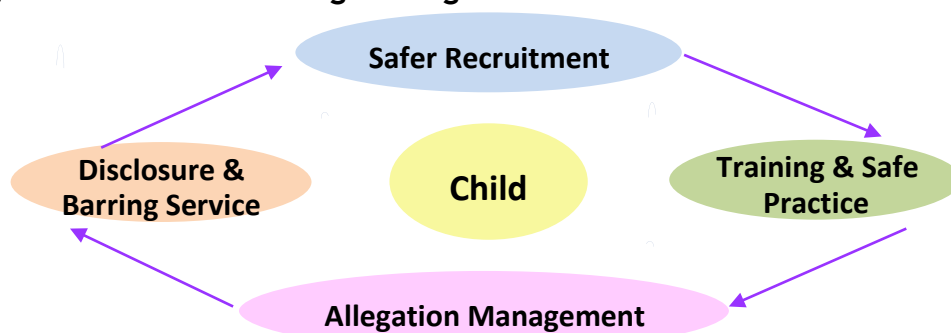


## **SAFEGUARDING CHILDREN**

The Management of Allegations against staff or volunteers who work with children  
Leaflet No 1: Overview

There is a duty on all agencies to make arrangements to safeguard and promote the welfare of children – Children Act 2004 and Education Act 2002. These Safeguarding principles apply to the management of staff and volunteers

### Effective Cycle of Practice & Safeguarding:



### Effective Allegations Management

All organisations that provide services for children, or provide staff or volunteers to work with or care for children, should operate a procedure for handling allegations that is consistent with:

**Working Together (2018)** (Chapter 2)

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

**Swindon Safeguarding Partnership Procedures - Child Protection** (Chapter 1)

<https://www.proceduresonline.com/swcpp/swindon/contents.html>

**Keeping Children Safe in Education (2020)** (Chapter 4) if educational establishment

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/912592/Keeping\\_children\\_safe\\_in\\_education\\_Sep\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf)

### Allegation Management Threshold

Where an adult working with children may have:

- Behaved in a way that has harmed, or may have harmed, a child \*
- Possibly committed a criminal offence against, or related to, a child
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children

\* Where the harm to a child may be at a Child Protection level (Significant Harm).

These thresholds apply to a wider range of concerns and allegations than where a child may be suffering significant harm. Identifying risk of harm is important, and can sometimes indicate harmful intentions as well as actions. Seeking advice and guidance through the Allegations Management System adds independence and an objectivity of view. This provides a more consistent and appropriate scrutiny across diverse workforces, and contributes to a greater level of Safeguarding.

### Examples of Agencies this procedure applies to:

|              |                |                                   |               |
|--------------|----------------|-----------------------------------|---------------|
| Social Care  | Education      | Health                            | Police        |
| Early Years  | Youth Services | Voluntary Community Organisations |               |
| Probation    | CAFCASS        | NSPCC                             | Foster Carers |
| Armed Forces | Secure Estates | Faith Groups                      | YOS           |

### The Scope of the Allegation Management System:

- It applies to all people who work with children either in a paid or voluntary basis, in all organisations, large or small. The work contact a person has with children can be either full or part time, and may be a small proportion of the individuals overall role within an organisation. It also applies to activity outside of work that reaches one or more allegation management threshold.

### What Organisations need:

- An Allegation Management Procedure consistent with the Swindon Safeguarding Children Board Child Protection Procedures (Chapter 1: Core Procedures)
- Designated Senior Managers for the operational management of allegations
- A Designated Senior Officer for the strategic responsibilities of allegation management

### What Organisations should do when a concern / allegation arises:

If one or more of the above allegation management thresholds may have been reached, the Designated Senior Manager should refer for advice on managing the allegation - see contact details below. The response to the referral will confirm if any immediate action is needed to protect children, and also to provide advice and guidance from the LADO about the management of the allegation or concern.

### Allegation Management Referrals:

#### Allegation Management contact details:

Allegation Management Team - (01793) 463854

Allegation Management Email - [LADO@swindon.gov.uk](mailto:LADO@swindon.gov.uk)

Jon Goddard (LADO) - 07392 103019 - (Monday - Wednesday, 9am - 5pm)

Rachel Hull (LADO) - 07824 021177 - (Thursday - 9am-5pm, Friday - 9am - 4.30pm)

Sean Capewell (Senior IRO) - 07392 103032 - (Monday to Thursday - 9am - 5pm, Friday - 9am - 4.30pm)

Quality Assurance & Review Service, Clarence House, Civic Offices, Swindon SN1 2JH

Allegation Management Referral Forms should be emailed securely to [LADO@swindon.gov.uk](mailto:LADO@swindon.gov.uk) via Outlook Encryption. If you do not have Outlook Encryption please contact us (details below) to acquire a secure link.

#### Alternate route for urgent Child Protection concerns:

If referrals are in relation to a pressing child protection issue, please alert the MASH Team on 01793 466903. The team can be contacted Monday to Thursday 8.30am-4.40pm, and Friday 8.30am-4pm. If you have a child protection concern for a child outside of these hours, please make contact with our Emergency Duty Service on 01793 436699.

**See Leaflet No 2: Flow Chart.**