

The Bosco Catholic Education Trust ("the Trust") is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration, and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.

"Serve the Lord joyfully"

2.1 The Bosco Catholic Education Trust takes the safeguarding of its pupils very seriously and we recognise that it is extremely important that any allegation made against a member of staff, supply staff, contractors or volunteer is managed quickly and effectively. It is also important that low-level safeguarding concerns are recognised and reported so behaviours can be appropriately managed.

2.2 This policy sets out how the Bosco Catholic Education Trust will Tm02ac3(tst)7(ac(2)-3(.2)JTIT@Tr8g000881JT

- 3.1 This part of the policy will be followed when managing such allegations and may be adapted to each case as required. Whilst it will be used in all cases, Part 4 of Keeping Children Safe in Education requires that it is followed in any case where it is suspected or alleged that a member

- 5.1 An investigation into the allegation should normally be undertaken by a senior member of staff at the Bosco Catholic Education Trust or School. Where no suitable staff are available or the nature or complexity of the allegation requires it, the Bosco Catholic Education Trust may appoint an independent investigator.
- 5.2 When determining the outcome of an investigation Keeping Children Safe in Education states that the following definitions should be used when determining the outcome of the investigation:
 - 5.2.1 Substantiated: there is sufficient evidence to prove the allegation.
 - 5.2.2 Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive or cause harm to the person subject to the allegation.
 - 5.2.3 False: there is sufficient evidence to disprove the allegation.
 - 5.2.4 Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.
 - 5.2.5 Unfounded: to reflect cases where there is no evidence or proper basis which supports the allegation being made.
- 5.3 In no circumstances would the Trust cease to use a member of supply staff due to safeguarding concerns without finding out the facts and liaising with the LADO to determine a suitable outcome. Whilst Bosco Catholic Education Trust is not the employer of supply teachers, we will ensure allegations are dealt with properly and involve the supply staff agency in the process.

- 6.1 Parents/carers of the child(ren) involved
 - 6.1.1 Parents or carers of the child involved will be told about the allegation if they do not already know of it. Where a strategy discussion is required, or police or children's social care need to be involved, the Trust will not tell the parents or carers until it has been agreed with those agencies what information can be shared.
 - 6.1.2 The Trust will keep parents or carers informed about the progress of the investigation. Where there is no criminal prosecution, the Trust will tell parents or carers the outcome of the investigation. The deliberations of any disciplinary hearing, and the information taken into account in reaching a decision, will not normally be disclosed but the parents or carers of the child will usually be told the outcome in confidence.
- 6.2 The member of staff or volunteer
 - 6.2.1

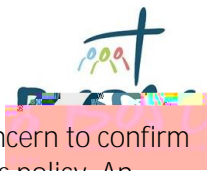
- 7.1 Suspension is not an automatic response to an allegation being made. The Trust will only suspend a member of staff following careful consideration of whether there is cause to suspect the child or other children is/are at risk of harm or the case is so serious that it might be grounds for dismissal. In many cases, it may be possible for alternative arrangements to be made so that the individual can continue working.
- 7.2 The Bosco Catholic Education Trust makes the decision whether or not to suspend a member of staff. Where the police or children's social care are involved in the case, the Trust will listen to their views regarding suspension.
- 7.3 The Bosco Catholic Education Trust has no authority or power to suspend a member of supply staff where an allegation is made against them. Instead, the Trust will immediately cease to use the services of that member of supply staff.
- 7.4 Where the member of staff is suspended, they will receive written confirmation within one working day and will be informed of the reason for the suspension.
- 7.5 After the suspension, if it is decided that the employee can return to the school, measures will be put in place to support their return to work. This could include a phased return or offering another member of staff as a support system.
- 7.6 The Trust will not prevent social contact with work colleagues and friends unless there is evidence to suggest such contact may prejudice the gathering of evidence.

- 8.1 If the individual resigns or the supply staff member, contractor or volunteer ceases to provide their service, the investigation into the allegation will be completed. The individual will be given the opportunity to engage with the investigation.

- 9.1 If the allegation is substantiated and:
 - the employee is dismissed or resigns; or
 - we cease to use the supply staff member's services as a result of the allegation; or
 - we cease to use the contractor's services as a result of the allegation; or

- 12.1 Allegations found to be false or malicious will be removed from the employment record of the individual. For all other allegations, a clear and comprehensive summary of the allegation, how it was followed up and resolved, a note of actions taken and decisions reached and a declaration on whether the information will be referred to in any future reference will be retained on the employment file. A copy will also be provided to the individual.
- 12.2 The record will be kept, including for people who leave the Bosco Catholic Education Trust at least until the person reaches normal pension age or for 10 years if that will be longer, from the date of the allegation.
- 12.3 Details of any allegation made by a p

15.1 This part of the policy will be followed when dealing with low level concerns raised in relation to members of staff, including supply staff, contractors or volunteers and may be adapted to each case as required. It will be used



- 18.1 The Headteacher or Bosco Safeguarding lead (as appropriate) will review the concern to confirm that it is not a more serious issue that should be dealt with under part one of this policy. An issue reported as a low-level concern would be dealt under part one of this policy where it meets the threshold set out in part one or there is a pattern of low-level concerns expressed about the individual or wider staff practices generally. If necessary, the Headteacher or Bosco Safeguarding lead (as appropriate) will discuss the concern with the LADO to determine whether it should be dealt with under part one of this policy.
 - 18.2 The Headteacher or Bosco Safeguarding lead (as appropriate) will discuss the concern with the individual who raised it and will investigate it as appropriate.
 - 18.3 Most low-level concerns are likely to be minor and can be dealt with by means of management support or additional training. Where necessary, action may be taken in accordance with the Bosco Catholic Education Trusts' code of conduct and disciplinary procedure.
 - 18.4 If the concern has been raised via a third party, the Headteacher or Bosco Safeguarding Lead (as appropriate) will collect evidence by speaking directly to the person who raised the concern (unless it has been raised anonymously), the individual involved and any witnesses.
 - 18.5 Where a low-level concern is raised about a member of supply staff or a contractor, the concern will be shared with supply agency so they can take appropriate steps in accordance with their own policies and statutory guidance.
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- 19.1 All low-level concerns will be recorded in writing and will include details of the concern, the context and action taken. The records will be kept confidential and held securely in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation.
 - 19.2 Records of low-level concerns will be reviewed so potential patterns of concerning; problematic or inappropriate behaviour can be identified. If patterns are identified, the Trust will decide on an appropriate course of action and will refer the matter to the LADO where the behaviour moves from a concern to meeting the threshold set out in the first part of this policy.
 - 19.3 The record of the low-level concern will be kept at least until the person leaves the Bosco Catholic Education Trust.
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- 20.1 Low level safeguarding concerns will not be included in references except where they have met the threshold for referral to the LADO and found to be substantiated, in which case they should be referred to in references.

Appendix 1 - Low-Level Concern Form (paper or online)

Please fill in the below form, including as much detail as you can. Please refrain from discussing this concern with anyone other than the Headteacher or Bosco Safeguarding Lead
Keep all details confidential.

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NB: Staff members may request anonymity when reporting a concern, and the school will endeavour to respect this as far as possible

	Yes/No (If yes, referral must be made to the LADO)
	Yes/No (If yes, provide dates and brief details)
	Yes/No If no, state reason