

Policy and Procedure for Managing Safeguarding Allegations

against staff and volunteers

Reporting concerns against staff and volunteers The Cracked Slipper Company recognises its duty to report concerns or allegations against its staff or volunteers within the organisation. All staff must be aware of the organisation’s whistle blowing policy and feel confident to raise concerns about attitudes or actions of staff/volunteers. The procedure for escalating and reporting incidents/concerns related to a member of staff or volunteer is included in this policy. Any member of staff or volunteer is required to report any concerns in the first instance to the Designated Lead for Safeguarding, and, if absent, the Deputy lead or another member of the Executive team. A written record of the Concern will be completed. A referral will be made to the Local Authority Designated Officer (LADO) within one working day.

Any allegation of abuse/neglect made against a member of staff/volunteer will be dealt with quickly and without prejudice in a way that ensures protection for the child/young person at risk and at the same time supports the person who is the subject of the allegation. The welfare of the child/young person at risk is the priority and will take precedence over any disciplinary investigation by The Cracked Slipper Company. The person who is subject to the allegation will be kept informed of the progress by the safeguarding lead and staff records will be maintained in accordance with current legislative guidance. The Cracked Slipper Company will continue to work in collaboration with external organisations i.e., local authority,

Procedure for escalating concerns where member of staff/volunteer is involved.

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| Trustee/Senior lead for safeguarding and child protection. | Andy Bailey  Tel: 07951145636  Email [aet.bailey@gmail.com](mailto:aet.bailey@gmail.com) |
| Deputy Lead safeguarding and | Victoria Craig  Tel: 07771510961  Email [vlcraig10@yahoo.co.uk](mailto:vlcraig10@yahoo.co.uk) |
| Safeguarding Officer | Carla Good  Tel: 07527246129  Email:thecrackedslippercompany@gmail.com |

If a child/young person or parent makes an allegation against a member of staff/volunteer a Concerns Form should be completed immediately including time/date and place of incident, persons present and what was said completed (using where possible own words from person making allegation)

The incident must then be reported to the Designated lead for Safeguarding or alternatively the Deputy lead for safeguarding or another safeguarding officer who will contact the Local Authority Designated Officer (LADO)

advice.

Date Reviewed By Whom Comments

31/03/2023 A E T Bailey

31/03/2023



Signed: ……… ………………………………………………………………… Date: 31/03/23----------

A E T Bailey

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A referral with completed referral form must be made to the Local Authority Designated Officer (LADO) within one working day and prior to any further investigation by The Cracked Slipper Company. The LADO will advise further direction including notifying child/young person’s parents and staff member. (Out of hours Emergency duty team) .

The Herefordshire LADO can be contacted by e-mail to [LADO@herefordshire.gov.uk](mailto:LADO@herefordshire.gov.uk) or by telephone to the LADO on **01432 261739**. The Herefordshire LADO is Terry Pilliner who can be contacted as follows:

Email:  [LADO@herefordshire.gov.uk](mailto:LADO@Herefordshire.gcsx.gov.uk)

or [tpilliner@herefordshire.gov.uk](mailto:tpilliner@herefordshire.gov.uk)

Tel: 01432 261739

The individual concerned will be informed and the Board of Trustees will be informed.

Following preliminary investigation by the LADO a decision regarding the next steps in relation to further management including potential suspension will be made in consultation with the board of Trustees.

Confidentiality must be maintained at all times. Apart from keeping the child, parents and accused person (where this would not place the child at further risk) up to date with progress of the case, information should be restricted to those who have a need to know in order to protect children, facilitate enquiries, manage related disciplinary or suitability processes. All investigations will be carried out in accordance with Keeping Herefordshire Safe Partnership processes, with advice from the LADO and following internal disciplinary procedures. Any investigation by the police or local authorities will take precedence over an internal disciplinary investigation. The individual who is subject to the allegation will be kept informed of the progress of any investigation by the board of Trustees and all appropriate health and welfare support provided. On conclusion of a case if the allegation is substantiated and the person is dismissed or the employer ceases to use the person's service or the person resigns or otherwise ceases to provide his/her services, The Cracked Slipper Company will seek further advice from the LADO as to whether a referral should be made to the Disclosure and Barring Service (DBS). If a referral is to be made; it should be submitted within 1 month of the allegation being substantiate.