



**The Park Federation Academy Trust  
James Elliman Academy**

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

**2017-2018**

## 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 2017
<b>Date of review</b>	September 2018

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

***Please read this policy in conjunction with the Child Protection Policy and Procedures Document on the James Elliman 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, the person receiving the complaint must take it seriously and immediately inform the Academy Principal at James Elliman Academy.

Any member of staff who has reason to suspect that a pupil may have been abused by another member of 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.**

If the Academy Principal decides that the allegation warrants further action through Child Protection procedures, following discussion with the LADO, she must make a referral direct to the Social Services team. If the allegation constitutes a serious criminal offence, it will be necessary to contact Social Services before informing the member of staff.

If it is decided that it is not necessary to refer to Social Services the Academy Principal, in conjunction with the Trust's Chief Executive Officer (Dr. Martin Young), will consider whether there needs to be an internal investigation.

If the concerns are about the Academy Principal, the Local Authority's Child Protection Officer for Education must be contacted. The Trust's Chief Executive Officer (Dr. Martin Young) is responsible for liaising with the Local Authority and/or partner agencies, as appropriate. He will also be the main channel of communication to the Board of Directors (technically the Proprietors of James Elliman Academy and the Trust as a whole) if that is appropriate.

In the event of allegations of abuse being made against the Academy Principal. The Academy Principal will not investigate the allegation themselves, or take written or detailed statements.

If the allegation was made against the Chief Executive Officer, the Local Authority's Child Protection Officer for Education must be contacted. The nominated Safeguarding Director on the Board of Directors would be nominated for liaising with the Local Authority and/or partner agencies, as appropriate. The nominated Safeguarding Director will also be the main channel of communication to the Board of Directors (technically the Proprietors of James Elliman Academy and the Trust as a

whole) if that is appropriate. A referral to the Disclosure and Barring Service (DBS) will be made by the Principal/Executive Principal if a person in regulated activity has been dismissed or removed due to safeguarding concerns or would have been had they not resigned.