

# Allegations against adults in education settings: risk of harm to children (including schools, early years and alternative provision settings)

## If you become aware that a member of staff/volunteer/supply or bank staff MAY have:

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

## Where a child also discloses abuse or neglect by a member of staff, volunteer or supply/bank staff:

- Listen; take their allegation seriously; reassure that you will take action to keep them safe
- Inform them what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser

**Report immediately to the person in charge: (INSERT NAME).....**  
E.g. headteacher, principal, manager

**Any concern or allegation against the person in charge will be reported to: (INSERT NAME):**  
.....

E.g. chair of governor, owner, chair of committee, nominated trustee

Unless there is clear evidence to prove that the allegation is incorrect, the person to whom the allegation was reported **must:**

## Report the allegation within one working day to the Designated Officer for Allegations (DOfA)

- Contact the Multi-Agency Safeguarding Hub (MASH): **0300 456 0108** and select Option 3 then Option 4
- Or email [dofaservice@wiltshire.gov.uk](mailto:dofaservice@wiltshire.gov.uk)
- **Out of Hours Emergency Duty Service: 0300 456 0100**  
(5.00pm to 9.00am weekdays, 4:00pm Friday to 9:00am Monday)

## The DOfA will:

1. Consider the relevant facts and concerns regarding the adult and child or children, including any previous history
2. Decide on next course of action - usually straight away, sometimes after further consultation with other multi-agency parties such as the Police and HR.

**If the allegation threshold is NOT met**, the DOfA will agree an appropriate response e.g. for your setting to undertake further enquiries or an internal investigation.

**If the allegation threshold is met** a strategy meeting will normally be held. Normally a senior manager/safeguarding lead, the DOfA, HR, Police and social care are invited to attend. Relevant information is shared, risks to children are considered and appropriate action agreed e.g. child protection and other enquiries, disciplinary measures or criminal proceedings. A record of the meeting will be made, and regular reviews will take place until a conclusion is reached.