

The Bosco Centre	
Policy:	Allegations Policy
Applies to:	College, Independent School, Nursery & Youth clubs
Reviewed:	October 2018
Next Review:	October 2019

## COMPLAINTS/ALLEGATIONS MADE AGAINST STAFF

The Bosco Centre College/Independent *School* takes seriously all complaints made against members of staff. Procedures are in place for pupils, parents and staff to share any concern that they may have about the actions of any member of staff or volunteer. All such complaints will be brought immediately to the attention of the Principal or one of the Designated Safeguarding Leads if the Principal is not available, and nothing should be said to the colleague involved. In cases where the Principal is the subject of the allegation or concern, they will be reported to the Chair of Trustees, in order that they may activate the appropriate procedures. These procedures are used in respect of all cases in which it is alleged that a teacher or member of staff (including volunteers) in a school or college that provides education for children under 18 years of age has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

The Local Authority's Designated Officer(s) (DO) should be informed of all allegations that come to the College / Independent school's attention and appear to meet the criteria. Contact can also be made with LA's Schools Safeguarding Coordinator who will liaise with the DO. Many cases may well either not meet the criteria set out above, or may do so without warranting consideration of either a police investigation or enquiries by local authority children's social care services. In these cases, local arrangements will be followed to resolve cases without delay.

Some rare allegations will be so serious they will require immediate intervention by children's social care services and/or police. In such cases, referral to the DO will lead to a Strategy Meeting or Discussion being held in accordance with the DfE guidance and London SCB procedures. This process will agree upon the appropriate course of action and the time-scale for investigations.

The school has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals will be made as soon as possible after the resignation or removal of the individual.

The full procedures about dealing with allegations of abuse made against teachers and other staff can be found in Part Four of the DfE guidance "[Keeping children safe in education](#)". 2018

The chair of the Trustees	Primrose Campbell	020 7232 0440
The LA DO	Eva Simcock	020 7525 0689

There is also a duty system and one of the CP Coordinators in Quality Assurance Unit is on duty each day to deal with DO issues when DO is unavailable.	Duty telephone number for enquiries/referrals	020 7525 3297
LA Strategic Lead Officer for safeguarding in education services	Nina Dohel	020 7525 3252
LA Deputy in education services	EHS Duty Manager	020 7525 3893
LA Schools Safeguarding Coordinator	Apo ÇAĞIRICI	020 7525 2715
EHS Duty Officer		020 7525 2714

Further information is available at '[Safeguarding information for professionals and the community in Southwark](#)' on Southwark Council's website.

### RECORDING INCIDENTS AND CONCERNS

Brief and accurate written notes will be kept of all incidents and child protection or child in need concerns relating to individual pupils/ students. These notes are significant especially if the incident or the concern does not lead to a referral to other agencies. This information may be shared directly with other agencies as appropriate. All contact with parents and external agencies will be logged and these will be kept as CP records. The school will take into account the views and wishes of the child who is the subject of the concern, but staff will be alert to the dangers of colluding with dangerous "secrets".

All incident will be discussed by the senior management team and where appropriate a risk assessment will be completed, monitored and updated throughout the young person's journey through Bosco.

Child protection records are not open to pupils or parents. All CP records are kept securely by the Designated Safeguarding Lead and separately from educational records. They may only be accessed by the Designated Safeguarding Lead, their Deputies and the senior managers of the school.

The content of Child Protection Conference or Review reports prepared by the school will follow the headings recommended by Children's Services and will, wherever possible, be shared with the parents/carers in advance of the meeting.

Child Protection records will be sent to receiving schools separately and under a confidential cover when pupils leave the school, ensuring secure transit and a confirmation of receipt will be obtained.

If a pupil is withdrawn from the Independent School having not reached the normal date of transfer; due to a family move or any other reason, all efforts will be made to identify any new address and the school to which they are being admitted and to ensure that their educational records are sent without delay to the child's new school. If the parent/carer fails to provide this information, an urgent referral will be made to the Early Help Service either through the EHS Duty Officer or through the local team manager in order that they might make further enquiries. If this school receives educational records concerning a child who is not registered with us, the records will be returned promptly to the sending school with a note, advising them to refer to their LA's Children's Services Department. A child's name will only be removed from the School's Admissions Register in accordance with the Pupil Registration Regulations or with the authorisation of the Local Team Manager in the Early Help Service. **This is in accordance with Keeping Children Safe in Education- Children missing from Education. 2018**

The school will require documentary proof as to the identity of pupils presented for admission. If there is any doubt as to the identity of a pupil, advice will be sought from the local authority and other statutory agencies, as appropriate. We will maintain accurate and up to date records of those with Parental Responsibility and emergency contacts. Pupils will only be released to the care of those with Parental Responsibility or someone acting with their written consent.