

	Name of School	Corbets Tey School
	Policy Review Date	September 2020
	Date of next review	September 2021
	Who reviewed this policy?	Governor Name: Julie Lamb Governor Signature: 
	Date approved by Governing board	18th November 2020

Whistleblowing Policy for Schools Including Managing Allegations

Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our provision, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. We are confident that this policy does not place anyone at an unreasonable or unfair disadvantage, and is compliant with relevant equalities legislation.

Where the school is referred to in this policy, the policy and the following procedures apply to all staff working for Corbets Tey School on all sites including at the Routes4Life provision.

1. In line with the London Safeguarding Children Board and the London Child Protection Procedures, Corbets Tey School operates a whistle blowing policy.
2. The purpose of this document is to assist all staff to whistleblow if they have concerns about any adult in the school setting, whether paid or voluntary.
3. This policy reflects the requirements of:
 - 3.1. Working Together to Safeguard Children 2018
 - 3.2. Keeping Children Safe in Education 2020.
 - 3.3. London SCB (Safeguarding Children Board) Child Protection Procedures 5th Edition, 2018
 - 3.4. London Multiagency Adult Safeguarding Policy & Procedures
<http://londonadass.org.uk/wp-content/uploads/2019/05/2019.04.23-Review-of-the-Multi-Agency-Adult-Safeguarding-policy-and-procedures-final-.pdf>
4. This policy and the following procedures apply to all paid staff, volunteers and governors working with or in Corbets Tey School.
5. This document applies to processes that must be followed in the following circumstances:
 - 5.1. Concerns about the suitability of a member of staff (paid or voluntary) working safely with children or adults at risk
See SECTION A
 - 5.2. Concerns about the conduct of a member of staff, their honesty or integrity
See SECTION B
6. If you are the whistle-blower or the subject of an allegation use SECTION C.

7. To assist in determining which section, the following can be used as a guide. Whistleblowing is separate from the Local Authority Designated Officer (LADO) because not all allegations go to the LADO. A whistleblow could be made because of:
 - 7.1. Allegations of harm or possible harm to a child or adult at risk from a staff member or volunteer in the school
➔ SECTION A
 - 7.2. Financial irregularity
➔ SECTION B
 - 7.3. Adult bullying (not involving children)
➔ SECTION B
 - 7.4. Cheating/changing assessment and exam results
➔ SECTION B
 - 7.5. Health & safety concerns
➔ SECTION B, but consider SECTION A because of the impact of this on the possible safety of the child or adult at risk
 - 7.6. Policies and procedures not being followed
➔ SECTION B, unless it concerns adult and child safeguarding and child protection issues in which case APPENDIX 2, Escalation policy.
8. APPENDIX 1
Havering Local Area Designated Officer (LADO) referral form
9. APPENDIX 2
Havering Local Area Adult Social Services Duty Worker referral form
10. APPENDIX 3
Escalation Policy

Section A: Child Protection and Adult Safeguarding Whistle Blowing

11. All staff should be aware of this policy and feel confident to voice concerns about the attitudes or actions of colleagues; this includes contact and actions using mobile phones, internet, email and chat.
12. If a member of staff believes a colleague has:
 - 12.1. Behaved in a way that has harmed a child or young person, or may have harmed a child or young person;
 - 12.2. Possibly committed a criminal offence against or related to a child or young person;
 - 12.3. Behaved towards a child or children or young person in a way that indicates they are unsuitable to work with children or young person;
13. **For all of the above please speak to your Headteacher immediately – Emma Allen 01708 225888**
14. The Headteacher will report to the LADO on the same working day.
15. Allegations can be made in relation to physical chastisement and restraint but can also relate to inappropriate relationships between members of staff and children or young people, for example:
 - 15.1. Having a sexual relationship with a child under 18 or adult at risk if in a position of trust in respect of that child or young person, even if consensual (see ss16-19 Sexual Offences Act 2003);
 - 15.2. 'Grooming', i.e. meeting a child under 16 or adult at risk with intent to commit a relevant offence (see s15 Sexual Offences Act 2003);
 - 15.3. Other 'grooming' behaviour giving rise to concerns of a broader child protection or adult safeguarding nature e.g. inappropriate text / e-mail messages or images, gifts, socialising etc;
 - 15.4. Possession of indecent photographs / pseudo-photographs of children or adult at risk.
16. In addition, these procedures should be applied when there is an allegation that any person who works with children or adults at risk:
 - 16.1. Has behaved in a way in their personal life that raises safeguarding concerns. These concerns do not have to directly relate to a child or young person but could, for example, include arrest for possession of a weapon;
 - 16.2. As a parent or carer, has become subject to child protection or adult safeguarding procedures;
 - 16.3. Is closely associated with someone in their personal lives (e.g. partner, member of the family or other household member) who may present a risk of harm to child/ren or young person for whom the member of staff is responsible in their employment/volunteering).
17. **For all of the above please speak to your Headteacher immediately – Emma Allen 01708 225888**
The Headteacher will report to the LADO on the same working day.
18. **If a member of staff is worried about the conduct of the Headteacher**, or they believe that a reported allegation or concern is not being dealt with properly, they should report the matter on the same working day:
 - to the Havering Local Authority, Designated Officer (LADO), 01708 431653
 - to the Chair of Governors – Julie Lamb 01708 225888
 - to the whistleblowing helpline 0800 028 0285 and help@nspcc.org.uk
19. For confidential advice on how to raise a concern about malpractice at work, visit 'Public Concern at Work' www.pcaw.co.uk

Section B: Fraud or financial wrong doing

20. Examples of Illegal and/or Improper Conduct:
 - 20.1. Fraudulent or improper use of the school's money or assets
 - 20.2. Mismanagement of statutory tests and assessments
 - 20.3. Dangerous practices at work
 - 20.4. Corruptly receiving any gift or advantage
 - 20.5. Allowing private interests to override the interests of the school
21. All staff should be aware of this policy and feel confident to voice concerns about the attitudes or actions of colleagues; this includes concerns about mismanagement of school budget, school funds or school resources, handling and managing statutory tests and assessments.
22. Report financial or asset concerns to
 - the Headteacher
 - if the concern is about the Headteacher contact fraud.reports@education.gov.ukalso see <https://www.gov.uk/education/school-complaints-and-whistleblowing>
23. Report statutory test or assessment concerns to
 - the Local Authority 01708 433847
 - the Standards and Testing Agency (STA) sta.maladministration@education.gov.uk
24. Also see <https://www.gov.uk/complain-about-school/state-schools>
25. Also see Section D – contacts and useful information.

Section C: All Staff Whistle Blowing Policy
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26. Policy statement

27. Employees are often the first to realise that there may be something seriously wrong within the school. However, they may not express their concerns because they feel that to speak up would be disloyal to their colleagues or to the school. They may also fear harassment or victimisation. In these circumstances it may be easier to ignore the concern rather than report something which after all, may just be a suspicion of malpractice.
28. Corbets Tey School is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect and encourage employees, and others with whom we deal, who have concerns about any aspect of the school's work, to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis (i.e. between the employee voicing the concern and the person to whom the concern is voiced).
29. This policy document makes it clear that you can do so without fear of victimisation, reprisal, subsequent discrimination or disadvantage. This Whistle Blowing/Confidential Reporting policy is intended to encourage and enable employees and others to raise concerns within Corbets Tey School rather than overlooking a problem or 'blowing the whistle' outside, in line with the Public Interest Disclosure Act 1998 (Whistle Blowing).

30. Aims and scope

31. This section of the whistle blowing policy applies to all employees at Corbets Tey School (permanent, temporary, casual), contractors and those in partnership roles working for the school on school premises, for example volunteers, agency staff, builders, etc.
32. This whistle blowing policy does not apply to pupils/students. Where applicable, employees are responsible for making pupils/students aware of the existence of the school's complaints procedure and other appropriate reporting procedures.
33. The procedure is designed to enable employees to notify the Headteacher/Chair of Governors of any reasonable suspicion of illegal or improper conduct.
34. It is a procedure in which the Headteacher/Chair of Governors will be expected to act swiftly and constructively in the investigation of any concerns in accordance with the school's disciplinary procedure. Safeguarding and child protection concerns will always be notified to the LADO.
35. The Headteacher/Chair of Governors will follow the London Child Protection procedures. http://www.londoncp.co.uk/chapters/alleg_staff.html
36. Concern about a colleague's professional capability should not be dealt with using this procedure.

37. Roles and Responsibilities**38. Headteacher/Chair of Governors**

- 38.1. The Headteacher, or where the complaint is about the Headteacher, the Chair of Governors, is expected to act swiftly and constructively in the investigation of any concerns in accordance with the school's disciplinary procedure. Safeguarding and child protection concerns will always be notified to the LADO.
- 38.2. Where concerns are raised with outside agencies the Headteacher/Chair of Governors must fully cooperate with any resulting investigation(s).
- 38.3. The Headteacher/Chair of Governors will make every effort to meet any request of anonymity where possible.
- 38.4. The Headteacher/Chair of Governors, where possible, should inform the complainant of the outcome of the investigation.

39. Employees

- 39.1. All employees are expected to bring to the attention of the Headteacher/Chair of Governors any serious impropriety or breach of procedure.
- 39.2. All employees who report concerns under the whistle blowing procedure must be prepared to justify and support their claim in writing.
- 39.3. If another member of staff (other than the Headteacher/Chair of Governors) is approached by a colleague on a matter of concern as defined in this document, he/she should be advised to take the matter to the Headteacher/Chair of Governors.
- 39.4. Employees must act in the public interest and must have reasonable grounds for believing the information to be accurate

40. Legal

- 41. Employees and workers who make a 'protected disclosure' are protected from being treated badly or being dismissed. If they are, they can claim unfair dismissal when the reason for the 'whistleblowing' meets any of the 'qualifying disclosures' criteria. They include when someone reports:
 - 41.1. Safeguarding and child protection issues
 - 41.2. That someone's health and safety is in danger
 - 41.3. Damage to the environment
 - 41.4. A criminal offence
 - 41.5. That the company/school isn't obeying the law i.e. not have the right insurance etc.
 - 41.6. That someone's covering up a wrongdoing
- 42. The Headteacher/Chair of Governors should ensure that, where this procedure has been used in the public interest, employees are not subjected to harassment and/or victimisation for doing so.
- 43. The key piece of 'whistleblowing' legislation is the Public Interest Disclosure Act 1998. Other Acts and Statutory Instruments which govern the topic are:
 - 43.1. Police Reform Act 2002 Section 37
 - 43.2. Employment Rights Act 1996 Section 103A
 - 43.3. Employment Rights Act 1996 Sections 43A to 43L
 - 43.4. Management of Health and Safety at Work Regulations 1999 (SI 1999/3242) Regulation 14
 - 43.5. Public Interest Disclosure Act 1998
 - 43.6. Public Interest Disclosure (Compensation) Order 1999 (SI 1999/1548)
 - 43.7. Public Interest Disclosure (Prescribed Persons) Order 1999 (SI 1999/1549)
 - 43.8. Public Interest Disclosure (Prescribed Persons) (Amendment) Order 2003 (SI 2003/1993)
 - 43.9. Public Interest Disclosure (Prescribed Persons) (Amendment) Order 2004 (SI 2004/3265)
 - 43.10. Public Interest Disclosure (Prescribed Persons)(Amendment) Order 2005 (SI 2005/2464)
 - 43.11. The Employment Tribunals (Constitution and Rules of Procedure) (Amendment) Regulations 2010 (SI 2010/131)
 - 43.12. Enterprise and Regulatory Reform Act 2013
 - 43.13.** This policy has also been developed in line with the London Safeguarding Children Board and the London Child Protection Procedures.

44. Procedure45. Key Principles

46. This procedure is not designed to replace or be used as an alternative to the school's grievance procedure, which should be used where an employee is only aggrieved about his/her own situation. Employees who are worried about wrong-doing at work do not necessarily have a personal grievance.
47. Employees must act in the public interest and must have reasonable grounds for believing the information to be accurate.
48. No employee who uses this procedure in the public interest will be penalised for doing so. The school will not tolerate harassment and/or victimisation of any employee raising concerns.
49. An employee who is not sure whether the conduct he/she is concerned about does constitute illegal or improper conduct or is unsure about how to proceed can contact the Headteacher/Chair of Governors or Public Concern at Work (www.pcaw.co.uk) for advice.

50. Safeguards

51. The school is committed to good practice and high standards and wants to be supportive of employees.
52. The school recognises that the decision to report a concern can be a difficult one to make.
53. The school will not tolerate any harassment or victimisation (including informal pressures) upon you as a result of making a disclosure in accordance with this policy and will take appropriate action to protect you when you raise a concern in the public interest. The school, in the event of reprisals or victimisation against you because you have acted in accordance with this policy, will consider and may take disciplinary action against any employee responsible for such victimisation and/or reprisal.
54. In some circumstances it is recognised that a person making information known about their colleagues may find it difficult to return to his/her normal job. The school has a duty of care to provide a safe working environment and treat its employees with respect. If this is not possible in the employee's normal job because of the situation surrounding the disclosure of confidential information, the school will seek to redeploy the individual, taking account of their generic and specialist skills, abilities and experience.

The School has a duty of care to their employees. The school will ensure they provide effective support for anyone facing an allegation and provide them with a named contact if they are suspended. Where the school is not the employer of an individual there is still a responsibility to ensure allegations are dealt with appropriately and that they liaise with relevant parties (this includes supply teachers and volunteers). It is essential that any allegation of abuse made against a teacher or other member of staff or volunteer is dealt with very quickly, in a fair and consistent way that provides effective protection for the child or adult at risk and, at the same time supports the person who is the subject of the allegation.

55. Confidentiality

56. All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness.

57. Anonymous Allegations

58. This policy encourages you to put your name to your allegation whenever possible. Concerns expressed anonymously are much less powerful; if made anonymously, the concern will be considered at the discretion of the school.
59. In exercising this discretion the factors to be taken into account would include:
- 59.1. The seriousness of the issues raised
 - 59.2. The credibility of the concern; and
 - 59.3. The likelihood of confirming the allegation from attributable sources

60. Untrue Allegations
61. If you make an allegation in the public interest, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make an allegation that is made frivolously, maliciously or for personal gain, disciplinary action may be taken against you.
62. Mechanism for Raising Concerns
63. Where the issue concerns your Headteacher or, having made your report, you believe he/she has failed to take appropriate action, you should bring it to the attention of the Chair of Governors.
64. Employees who feel unable to follow this route, for whatever reason, have the option of contacting one of the names listed in section D/67 (Useful Contacts).
65. Depending on the nature of the concern, the complainant will be asked to justify and support their claim. Normally the complainant will be asked to do this in writing. It will, therefore, be helpful to note down any facts and dates as they happen.
66. Financial regulations require any employee who suspects fraud, corruption or other financial irregularity to ensure this is reported to the schools' internal auditor for possible investigation. Normally you must first report any suspicion of such irregularities to the Headteacher who in turn will report it to the Internal Audit and Corporate Risk Manager.
67. Employees who want to use the procedure but feel uneasy about it may wish to consult their trade union initially and bring a colleague or trade union representative along to any discussions, so long as the third party is independent of the issue.
68. Where anonymity is requested efforts will be made to meet the request where appropriate but that might not always be possible.
69. The earlier and more open the expression of concern the easier it will be to take appropriate action.
70. Each case will be investigated thoroughly with the aim of informing the complainant of the outcome of any investigation as quickly as possible.
71. **Supply teachers**
72. In some circumstances the school may have to consider an allegation against an individual not directly employed, where disciplinary procedures do not fully apply, for example, supply teachers provided by an employment agency.
73. Whilst the school is not the employer of supply teachers, they will ensure allegations are dealt with properly. In no circumstances will the school cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the local authority designated officer (LADO) to determine a suitable outcome.
74. The Governing Board will discuss with the agency whether it is appropriate to suspend the supply teacher, or redeploy them to another part of the school, whilst they carry out their investigation.
75. The Agency should be fully involved and co-operate in any enquiries from the LADO, police and/or children's social services. The school will usually take the lead because the Agency does not have direct access to children/young person or other school staff, so they will not be able to collect the facts when an allegation is made, nor do they have all the relevant information required by the LADO as part of the referral process. Supply teachers, whilst not employed by the school, are under the supervision, direction and control of the governing body when working in the school. They should be advised to contact their trade union representative if they have one, or a colleague for support. The allegations management meeting which is often arranged by the LADO should address issues such as information sharing, to ensure that any previous concerns or allegations known to the Agency are taken into account by the school during the investigation.

Section D: Contacts and useful information

76. Useful contacts

- 76.1. Multi Agency Safeguarding Hub (MASH) Team
 01708 433222 (day)
 01708 433999 (night)
https://www.havering.gov.uk/downloads/download/306/multi-agency_referral_form_marf
- 76.2. LADO
 Lisa Kennedy
lado@havering.gov.uk
 01708 431653
- 76.3. Adult Social Services
 Tel: 01708 433550
 Fax: 01708 432497 (Safe Haven)

Safeguarding_Adults@havering.gov.uk

- 76.4. NSPCC whistleblowing helpline
 0800 028 0285 and help@nspcc.org.uk
www.nspcc.org.uk/Helpline
- 76.5. Assessment
 Grahame Smith, School Assessment and Moderation
 01708 433813
Grahame.smith@havering.gov.uk
- 76.6. Finance/Auditor
 Current interim Director of Finance (oneSource)
 Mark Hobson on 0203 373 9736 / mark.hobson@onesource.co.uk
 Head of Assurance (oneSource)
 Jeremy Welburn on 01708 433307 / Jeremy.welburn@onesource.co.uk
- 76.7. Education HR
 Peter Whitelock, Education HR Advisor
 01708 433087
Peter.whitelock@havering.gov.uk
- 76.8. Schools' Health & Safety Team
 Sue Wilks, Corporate Health & Safety Manager
 017084 432903
Sue.wilks@havering.gov.uk

77. Trade Unions

- 77.1. NEU – secretary@havering.nut.org.uk
- 77.2. VOICE – Sue Peachey - 01332 372 337
- 77.3. NAHT – dunbarers@aol.com | linabeck@hotmail.com
- 77.4. UNISON – Jennifer Kinagby – 01708 433434 or 434822
- 77.5. GMB – Andy Hampshire – 01708 433793
- 77.6. UNITE – Michelle Cook – 020 8596 9966
- 77.7. ASCL – Mo Sabur – 0116 299112
- 77.8. NAU (previously ATL) – Karen Jupp – kiupp@steds.org.uk

78. Other agencies

- 78.1. DfE complaints
<https://www.gov.uk/education/school-complaints-and-whistleblowing>
<https://www.gov.uk/government/publications/school-complaints-procedures>
<https://www.gov.uk/complain-about-school>
<https://www.gov.uk/complain-about-school/state-schools>
- 78.2. DfE whistleblowing guidance
<https://www.gov.uk/guidance/whistleblowing-procedure-for-maintained-schools>
<https://www.gov.uk/government/publications/complain-about-an-academy>
- 78.3. Health & Safety Executive
 020 7717 6000 / 020 7556 2100
<http://www.hse.gov.uk/>
- 78.4. The Environment Investigation Agency
 020 7490 7040
- 78.5. Financial Services Authority
 0845 606 13234 / 020 7676 1099
- 78.6. HM Treasury
 020 72703000 / 020 7270 5000
- 78.7. Director General – Serious Fraud Office
 020 7239 7272
- 78.8. Inland Revenue
 020 7605 9800 / 020 8370 7300 / 020 8522 5700 / 020 8509 4700
- 78.9. Customs and Excise
 020 7620 1313 / 0800 595 000
- 78.10. National Audit Office
 020 7790 7000
- 78.11. Audit commission – replaced by
[Public Sector Audit Appointments Ltd](#),
[National Audit Office](#),
[Financial Reporting Council](#)
 and [Cabinet Office](#)
- 78.12. ICO – Information Commissioners Office
<https://ico.org.uk/>

79. For confidential advice on how to raise a concern about malpractice at work; visit 'Public Concern at Work' www.pcaw.co.uk

80. Related Documents

- 80.1. The School's Disciplinary Procedure
- 80.2. The School's Grievance Procedure
- 80.3. The Safeguarding and Child Protection Policy for Schools

81. Where to go for further information

- 81.1. Working together to safeguard children 2018
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- 81.2. London Child Protection Procedures, edition 5
<http://www.londoncp.co.uk/>
 Section 7 - http://www.londoncp.co.uk/chapters/alleg_staff.html
- 81.3. DfE: Statutory guidance: Keeping children safe in education 2020
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

- 81.4. DfE: Advice what to do if you are worried that a child is being abused 2015
<https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>
- 81.5. DfE Guidance: Sexual violence and sexual harassment between children in schools and colleges 2018
<https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges>
- 81.6. DfE Guidance: Protecting children from radicalisation: the prevent duty
<https://www.gov.uk/government/publications/protecting-children-from-radicalisation-the-prevent-duty>
- 81.7. Gov.UK: Safeguarding children, latest documents
<https://www.gov.uk/topic/schools-colleges-childrens-services/safeguarding-children/latest>

Penny Patterson

July 2020

Appendix 1**Managing allegations about adults working with children & young people
Notification / progress and monitoring form to the Local Authority Designated Officer (LADO)**

Section one must be completed and emailed immediately to the Local Authority Designated Officer (LADO) if it is alleged that a person who works with children has:

- Behaved in a way that has harmed, or may have harmed, a child or young person
 - Possibly committed a criminal offence against, or related to, a child or young person;
- or
- Behaved towards a child or children or young person in a way that indicates he/she is unsuitable to work with children or young person

The manager should then telephone the LADO immediately to discuss the next course of action.

LADO: Lisa Kennedy
Tel: 01708 431653
Email: LADO@haverling.gov.uk

**Any referrals or communications with the LADO must be sent to :
LADO@haverling.gov.uk**

Emails sent to personal email addresses may get lost or not responded

Do not assume that the form has been received – telephone the LADO.

If you think a child is at immediate risk of significant harm phone Children's Social Care and/or the Police immediately

Children's Social Care: 01708 433584 / 01708 433999 (out of hours)

Police – 0300 123 1212 (999 if an emergency)

When receiving an allegation:

- Treat it seriously and keep an open mind
- **Do not** investigate
- **Do not** make assumptions or offer alternative explanations
- **Do not** promise confidentiality
- Record the details using the child/adult's own words
- Note time/date/place of incident(s), persons present and what was said
- Sign and date the written record
- Do not tell the member of staff/volunteer if this might place the child at risk of significant harm or jeopardise any future investigation
- **Do** refer to Havering's 'managing allegations against people who work with children' policy

The LADO will maintain a live record of the case using Section two.

SECTION ONE: REFERRER TO COMPLETE

Referrer Details	
Name:	Job Title
Organisation:	
Address:	
Tel	E-mail:

Child 1 details (to whom the allegation refers)		
Name:		
Date of Birth:	Ethnicity:	Male / Female:
Home address:		
School/College/Work Place:		Unique Pupil Number:
Additional information e.g. disability, communication or other special needs, previous child protection concerns:		

Family Details	
Parent/Carer:	
Relationship:	
Date of Birth:	
Ethnicity:	
Address:	
Telephone contact:	
Email contact:	
Additional Information:	

Additional information e.g. disability, communication or other special needs, previous safeguarding or child protection concerns:

Member of staff / volunteer concerned – The person(s) about whom the allegation has been made		
Name:		
Date of Birth:	Ethnicity:	Male/Female:
Telephone:		Email:
Job Title:		Employment status:
Employing Agency (include statutory or voluntary agency):		Place of employment:
Home Address:		
Additional information e.g. employment history; previous concerns raised:		
Details of any previous allegations made:		
Have safer recruitment processes been followed?		Yes/No
Date of CRB:		

Details Of Allegation / Concern		
Date of Allegation	Time of Allegation:	Place of Allegation:
Allegation in Personal Life?		Yes/No
Allegation in Professional Life?		Yes/No
Record the details of the allegation using the child/adult's own words where possible		
Record nature of allegation – physical abuse, sexual abuse, emotional abuse, neglect:		
Did the incident involve an authorised physical restraint?		Yes/No

Has the child or young person been spoken to about this incident or concern? If yes, give details

Has a parent/carer been informed? If yes, give reason and details.

Has the member of staff / volunteer been informed? If yes, please give reason and details

Referrers Name	Referrers Agency	
Referrer signature	Date	Time

WHISTLEBLOWING POLICY FOR SCHOOLS INCLUDING MANAGING ALLEGATIONS

Outcome	Definition	Tick all applicable
Allegation substantiated	Allegations supported or established by evidence or proof	
Allegation unsubstantiated	An unsubstantiated allegation is not the same as a false allegation. It simply means that there is insufficient identifiable evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.	
Allegation unfounded	This indicates that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively they may not have been aware of all the circumstances. For an allegation to be classified as unfounded, it will be necessary to have evidence to disprove the allegation	
Malicious allegation	This means there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false.	
S47 enquiries	This applies where LB Havering has made s.47 enquiries (where it has reasonable cause to suspect that a child or young person is suffering, or likely to suffer, significant harm).	
Criminal investigation and outcome	This applies where the police have been involved in investigating an allegation to determine whether or not a criminal offence has been committed.	
Disciplinary proceedings	This applies where the employer has considered the allegation under the terms of their own internal disciplinary investigation	
Dismissal	This applies where the employer has decided, following due consideration of the allegation, to dismiss the member of staff from their employment.	
Referral to regulatory body	For example the General Teaching Council, General Social Care Council etc.	
Referral to ISA	This applies to a decision to refer a person to the ISA for barring or restriction on their work with children or young people.	
No further action after initial consideration	Initial consideration means the discussion about whether the alleged incident constitutes an allegation within the scope of these procedures. It does not mean following an initial assessment undertaken in accordance with the Framework for the Assessment of Children in Need and their Families.	
Cessation of use	This applies only in proven cases involving volunteers or non-contracted staff.	
Resignation	This applies where a person resigns before disciplinary proceedings can be completed, or resigns as an alternative to being dismissed.	
Caution	This would apply if the police issued any cautions, reprimands, warnings or bind overs relating to the allegation.	
Suspension	This applies where LB Havering has taken the decision to ask the staff member to refrain from work or has suspended them for the duration of the investigative process.	
Acquittal	This is where the legal result of a criminal trial ends in a verdict of not guilty, or some similar end of court proceedings that terminate without a verdict of <u>guilty</u> being entered against the accused . An acquittal formally certifies the innocence of the accused in criminal law.	

Further actions	
Date closed:	
LADO authorisation:	

Appendix 2

**Havering Multi-Agency Safeguarding Adults
Alert Form**



This form should be completed to report any incident or suspicion of abuse.

Where a criminal act may have been committed against a vulnerable adult, police must be also be notified.

(This form is to be completed and forwarded to the Safeguarding Adults Team within 24 hours of the allegation being reported)

Safeguarding Adults Team
Social Care & Learning Directorate
Adult Social Services
London Borough Havering
6th Floor Mercury House
Mercury Gardens
Romford
Essex
RM1 3SL
Tel: 01708 433550
Fax: 01708 432497 (Safe Haven)

Safeguarding_Adults@haverling.gov.uk

1. Details of vulnerable adult

Title: Mr/Mrs/Ms/other	First name:	Surname:	Client ID Hospital No. Swift No.
Address: Postcode: Tel:		DOB: Age:	
Type of accommodation: Own home <input type="checkbox"/> Residential Care <input type="checkbox"/> Nursing Care <input type="checkbox"/> Supported Housing <input type="checkbox"/> Other <input type="checkbox"/> Access: Key safe No:	Communication Needs: Other language <input type="checkbox"/> Due to illness <input type="checkbox"/> Hearing impaired <input type="checkbox"/> Deaf <input type="checkbox"/> Blind <input type="checkbox"/> Interpreter required <input type="checkbox"/>	Others already notified: Police Yes <input type="checkbox"/> No <input type="checkbox"/> Incident No: Date: Please list others:	
Marital status:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Trans/G <input type="checkbox"/>	Ethnic origin:	Religion:
User group: (tick as appropriate) self funding <input type="checkbox"/>			
Older People <input type="checkbox"/>	Learning Disabilities <input type="checkbox"/>	Physical Disability <input type="checkbox"/>	
Mental Health <input type="checkbox"/>	HIV/AIDS <input type="checkbox"/>	Carers <input type="checkbox"/>	
Supporting People <input type="checkbox"/>	Alcohol/Substance Misuse <input type="checkbox"/>	Other (Sensory) <input type="checkbox"/>	

GP: Tel:	Next of Kin: Tel:
Was the adult placed by another authority from outside council area? Yes <input type="checkbox"/> No <input type="checkbox"/>	

2. Details of alleged incident

Brief description including injuries		
Date:	Time:	Location of incident:
Any other people in the household/or likely to be involved:		
Vulnerable adult(s):		
Name(s):	Age(s)	Addresses:
Children:		
Name(s):	Age(s):	Addresses:
Any animals in the household (please specify):		

3. Type of abuse (can be more than one)

Physical <input type="checkbox"/>	Financial <input type="checkbox"/>	Sexual <input type="checkbox"/>	Emotional/ Psychological <input type="checkbox"/>
Neglect/acts of omission <input type="checkbox"/>	Discriminatory <input type="checkbox"/>	Institutional <input type="checkbox"/>	
Name and contact details of all witnesses:			
Statements attached: Yes / No (delete as appropriate)			

4. Details of alleged perpetrator

Full name (including nicknames):		
Address:		
Indicate if known at more than one address		
DOB:	Age:	Gender:
Is perpetrator a vulnerable adult?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is known to social services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, what team:		
Swift number:		
Relationship to victim:		
Any information relating to perpetrator: History of violence (weapon, drugs, alcohol, sexual, physical, verbal): (please indicate)		
Is alleged perpetrator aware of the alert?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the alleged perpetrator live with the vulnerable adult?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the alleged perpetrator the main family carer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

5. Details of person making the alert

Full name:	Address:	Contact details: Tel: Fax: Email:
Organisation:	Relationship to victim:	
Is alert for: (a) Notification <input type="checkbox"/> or (b) Investigation <input type="checkbox"/>		

6. Other relevant information

Does the vulnerable adult have mental capacity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the vulnerable adult know this alert has been made? (In some cases intervention may be limited without consent)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Has the vulnerable adult given consent to proceed to an investigation? Yes No

7. Reported by telephone to

Full name:	Team:
Job title:	Date: Time:

Signed:

Dated:

Appendix 3

ESCALATION POLICY

1. Introduction

- 1.1 Effective working together depends on an open approach and honest relationships between agencies. Problem resolution is an integral part of professional co-operation and joint working to safeguard children.
- 1.2 Occasionally situations arise when workers within one agency feel that the actions, inaction or decisions of another agency do not adequately safeguard a child or young person. This inter-agency policy defines the process for resolving such professional difference and should be read alongside the London Child Protection Procedures and relevant internal policies on escalating matters of concern.
- 1.3 Disagreements can arise in a number of areas, but are most likely to arise around:
- **levels of need**
 - **roles and responsibilities**
 - **the need for action**
 - **progressing plans and communication.**
- 1.4 Where professionals consider that the practice of other professionals is placing children or young people at risk of harm, they must be assertive, act swiftly and ensure that they challenge the relevant professionals in line with this policy.
- The safety of individual children and young people is the paramount consideration in any professional activity.
 - Resolution should be sought within the shortest timescale possible to ensure the child or young person is protected: See London Child Protection Procedures edition 5 para 11.14-11.16 http://www.londoncp.co.uk/chapters/profess_conflict_res.html
 - As a guide, professionals should attempt to resolve differences through discussion within one working week or a timescale that protects the child or young person from harm (whichever is shortest).
 - Disagreements should be resolved at the lowest possible stage
- 1.5 **If a child or young person is thought to be at immediate harm, the designated safeguarding lead in your agency should be informed immediately.**
- 1.6 Any worker who feels that a decision is not safe or is inappropriate can initially consult their supervisor/manager to clarify their thinking if required. They should be able to evidence the nature and source of the concerns and should to keep a record of all discussions.
- 1.7 Individuals may wish to refer to the Escalation Policy for their organisation to clarify the approach required.
- 1.8 Concerns relating to decisions, suspected wrongdoing or dangers at work within an agency, should be raised in line with each agencies' policies for dealing with such matters, including but not limited to those setting out the arrangements for *whistleblowing*.

2. Stages of Resolution

2.1 Stage One: Discuss with the other worker

2.2 The people who disagree have a discussion to resolve the problem. This discussion must take place as soon as possible and could be a telephone conversation or a face to face meeting. It should be recognised that differences in status and/or experience may affect the confidence of some workers to pursue this unsupported.

2.3 Stage Two: Escalate to line manager

2.4 If the problem is not resolved, the worker should contact their supervisor/ manager / named safeguarding professional within their own agency who should have a discussion with the equivalent supervisor/ manager in the other agency.

2.5 If the case involves a child or young person subject to a Child Protection Plan or a Child who is Looked After, the Independent Reviewing Officer (IRO) must also be notified.

2.6 Stage Three: Escalate to senior managers

2.7 If the problem is not resolved at Stage Two, the supervisor/ manager reports to their respective manager or named/ designated safeguarding representative. These two managers must attempt to resolve the professional differences through discussion.

2.8 **If there remains disagreement, the expectation is that escalation continues through the appropriate tiers of management in each organisation until the matter is resolved. The respective agency members on the Havering Safeguarding Children Board (HSCB) should be engaged in seeking resolution before the case is raised with the HSCB Chair.**

2.9 Stage Four: Resolution by HSCB Chair

2.10 If it has not been possible to resolve the professional differences within the agencies concerned (and after the agency HSCB members have been involved), the matter should be referred by the concerned agency to the Chair of the HSCB, who may either seek to resolve the issue direct with the relevant senior managers, or convene a Resolution Panel.

2.11 The agency raising the dispute must e-mail the details through to Brian Boxall
brian.boxall@haverling.gov.uk

2.12 The Resolution Panel must consist of senior officer from three agencies who are members of the full Board of the HSCB. The senior officers must include the agencies concerned in the professional differences.

2.13 The Panel will receive representations from those involved in the dispute and will collectively resolve the professional differences concerned.

3. Additional Notes

- 3.1 At all stages of the process, actions and decisions must be recorded in writing on the child or young person’s file and shared with relevant personnel, to include the worker who raised the initial concern.

4. Escalation Policy Flowchart

