

# ALLEGATIONS AGAINST STAFF OR CONTRACTORS POLICY

<b>Reviewed:</b>	January 2025
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<b>Next Review Date:</b>	January 2026

This Policy links to:

- Safeguarding policy
- Child protection policy
- Working together to protect children 2023
- Keeping Children Safe in Education 2024
- Cambridgeshire Safeguarding Partnership Procedures

## Purpose and Aims

This policy document will help provide a framework for the creation of a happy, secure and orderly environment in which trainees on a British Racing School (BRS) programme can have the opportunity to achieve their potential. The BRS recognises the importance of ensuring that all trainees and staff feel safe, that they will be listened to and that appropriate action will be taken when concerns are raised, as outlined in the BRS ethos. This document is written for all members of the BRS community, to enable everyone to understand the policy of the BRS and therefore to apply it consistently and fairly.

## Scope:

BRS programmes cater for a wide age range, from the youngest of our trainees involved in the Newmarket Pony Academy and Flexible Learning Programme, through to the older trainees (over 19s) both at the BRS and in the workplace.

The BRS has a duty of care to all trainees on our programmes and as such the aims and principles of all our policies will apply to all young people regardless of age

## Reporting an allegation

**Under no circumstances will the school initiate an internal management investigation into an allegation against a member of staff or contractor until a consultation has taken place with the Local Authority Designated Officer (LADO), if any of the criteria below are met. The BRS may also contact the LADO for advice and guidance on cases that do not meet the criteria.**

The BRS will however furnish the LADO with all information required.

LADO Contact details : [LADO@cambridgeshire.gov.uk](mailto:LADO@cambridgeshire.gov.uk) 01223 727967

Out of Hours Emergency Duty Team : 0345 0455203

If the allegation made is outside the BRS , the relevant area LADO will be contacted

The LADO will be contacted within one working day, prior to any further investigation taking place, in respect of all cases in which it is alleged that a member of staff or a contractor has:

- Behaved in a way that has caused physical or emotional harm to a trainee, or may have harmed a trainee;
- Possibly committed a criminal offence against or related to a trainee; or
- Behaved towards a trainee or trainees in a way that indicates they pose a risk of harm to young people and vulnerable adults.

These behaviours will be considered within the context of the four main categories of abuse. These include concerns relating to inappropriate relationships between staff members and young people.

For example:

- Having a sexual relationship with a child under 18 if in a position of trust in respect of that child, even if consensual (see ss16-19 [Sexual Offences Act 2003](#));
- 'Grooming', i.e. meeting a child under 16 with intent to commit a relevant offence (see s15 [Sexual Offences Act 2003](#));
- Other 'grooming' behaviour giving rise to concerns of a broader child protection nature (e.g. inappropriate text / e-mail messages or images, gifts, socialising etc);
- Possession of indecent photographs / pseudo-photographs of children.

Any allegation of historical abuse will be responded to in the same way as current concerns. All references to "staff " will include all paid or unpaid staff/professionals and volunteers and include any person who manages or facilitates access to an establishment where young people are present

### **The Role of the BRS**

The BRS will, as per Keeping Children Safe in Education 2024 :

- apply common sense and judgement;
- deal with allegations promptly, fairly and consistently;
- provide effective protection for the trainee and support for the person subject to the allegation;
- always contact the LADO when the above criteria are met
- make clear in BRS policies, the person(s) to whom allegations should be reported and that reports should be made without delay
- maintain and enforce the BRS Code of Conduct
- only use suspension when there is cause to suspect a trainee is at risk of significant harm, the allegation warrants a police investigation or if the allegation is so serious it may be grounds for dismissal.
- safeguard the confidentiality of all concerned, as far as is possible
- keep accurate and up to date records of the situation
- Facilitate, where appropriate, the re-integration of a staff member/contractor following suspension or the conclusion of the case, by offering counselling, guidance, support and reassurance.
- Ensure that staff know that all concerns are reported no matter how small

### **The Role of the LADO**

Department of Education 2020 refers to local authorities having a designated officer or a team of designated officers involved in the management and oversight of allegations against people who work in a position of trust.

### **The LADO:**

- has management and oversight of the investigation process from beginning to end following an allegation against people in a position of trust who work with children and vulnerable adults.
- is not the decision maker – this remains with the BRS, but they will provide advice – and guidance to BRS, liaise with police and other agencies.

- Will make recommendations on progressing referrals and chairing a strategy meeting where necessary.
- will ensure that the trainee's voice is heard and that they are safeguarded.
- will be involved from the initial phase of the allegation through to the conclusion of the case and work closely with other agencies and the BRS.

### **Record keeping**



The BRS will keep a clear and comprehensive summary of the case record on the person's personnel file and give a copy to the individual. This record will include details of how the allegation was followed up and resolved, any decisions reached and actions taken. This will be kept until the person reaches normal retirement age or for ten years if longer. This will enable BRS to provide accurate information in response to a reference request. It will also help prevent reinvestigation if the allegation resurfaces after time while providing information relevant to safeguarding future students. Any allegations that are found to be malicious will be removed from personnel records.



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## Annex 1

Below is a copy of the LADO Referral Form, it can also be found online at <https://www.safeguardingcambspeterborough.org.uk/download/cambridgeshire-designated-officer-lado-referral-form/>

  <p>Designated Officer Referral Form</p>	<p>Butts Grove Centre Butts Grove Way Huntingdon PE29 1LY</p> <p>Tel: 01223 727967 Email: <a href="mailto:LADO@cambridgeshire.gov.uk">LADO@cambridgeshire.gov.uk</a></p>
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Information about the person referring:	
Name	
Role / Designation	
Agency	
Address	
Contact Number	
Email Address / Secure	
Date Referral Made	

Information about the adult against whom the allegation is made:	
Name	
Any known aliases (ie married name, maiden name, etc)	
DoB	
Gender	
Ethnicity	
Home Address	



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Are there any children resident at the home address?	
Employer (name of the organisation that the person works for)	
Role / Job title of adult	
Date of last DBS check?	
Description of allegation and source of information  Context  Names of any known witnesses	
Date of alleged incident	
Date concern raised	
Any action undertaken prior to notification?	
Under which criteria are you making this referral?  <ul style="list-style-type: none"><li>Behaved in a way that has harmed a child, or may have harmed a child.</li><li>Possibly committed a criminal offence against or related to a child.</li><li>Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.</li><li>Behaved or may have behaved in a way that indicates they may not be suitable to work with children.</li></ul>	



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Is the person aware of the concerns?	
If so, what do they know	

Information about any children identified:	
Name  <i>(If more than one child/YP involved, please list details in the box provided at the end of this section.)</i>	
DOB	
Gender	
Ethnicity	
Address	
Does the child/YP have any social care involvement (ie Child in Care, subject of a CP Plan or Child in Need Plan, Early Help)? (Y/N/Unsure)  <i>(If yes, please complete the "Social Worker/ Practitioner's information" section below.)</i>	
Does the child/YP have any special or additional needs?  <i>(If yes, please briefly summarize their needs.)</i>	
Parents/carers details	
Are they aware of the allegation and the referral being made?	
If more than one child/YP is involved, please list all of the above	



information for each child.

### Information for Allegation Management Meeting invitations:

If a concern meets the LADO threshold, an Allegation Management Meeting (AMM) will be convened. Please provide the following information to ensure all the relevant professionals are invited to take part in this multi-agency meeting.

#### Social Worker/ Practitioner's information:

Does the child/YP have any social care involvement (ie Child in Care, subject of a CP Plan or Child in Need Plan, Early Help)?  
(Y/N/Unsure)

*(If yes, please complete the information below.)*

Name of the Social Worker/  
Practitioner

Email address of the Social  
Worker/ Practitioner

Phone number of the Social  
Worker/ Practitioner

#### Ofsted information (if applicable):

Does the adult against whom the allegation is being made work for an Ofsted regulated service?  
(Y/N/Unsure)

*(If yes, please complete the information below.)*

Name of the Ofsted Inspector for  
the place of work

Email address of the Ofsted  
Inspector

Phone number of the Ofsted  
Inspector





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procedure?	
Reason for decision:	
Recommended advice and actions to referrer	
Name of decision maker (LADO / Manager):	
Date of decision:	

<b>Outcome of initial contact – Police:</b>	
Does the information indicate a criminal offence may have been committed?	
Details of Police information held / advice given:	
Will Police attend AMM and who will attend?	
Name of Officer responding:	
Date of decision:	