

Managing Allegations against Teachers, other Staff and Volunteers
Key Legislation Education Act 2002

This section relates to Part 4 of Keeping Children Safe in Education 2018. The following people will be required to complete this section: Head teacher who has overall responsibility of managing allegations for staff and volunteers, Chair of Governors who acts as case manager when allegation against Head Teacher.

1. School Name

2. All staff and governors involved in managing allegations have read Keeping Children Safe in Education (DfE 2018) Part 4.

Yes No Partial

3. School policy on managing allegations in place and followed which is updated to reflect any changes/new guidance.

Yes No Partial

4. All staff aware that they inform the headteacher of any allegation against a member of staff, volunteer or foster carer that comes to their attention.

Yes No Partial

5. All staff aware that they inform the chair of governors (or other named governor) of any allegation against the headteacher that comes to their attention.

Yes No Partial

6. School leaders are clear on who the local authority duty officer (LADO) is and his/her role, which is clearly referenced in the Managing Allegations Policy.

Yes No Partial

7. School leaders (including the chair of governors) know how to contact the LADO and this is clearly detailed in the managing allegations policy.

Yes No Partial

8. School leaders are aware of who their Human Resources (HR) adviser is and consult with them on any HR issues in relation to an allegation.

Yes No Partial

9. The lead on managing allegations has received appropriate training (LSCB managing allegations training/awareness raising).

Yes

No

Partial

10. The school has clear processes referenced in the managing allegations policy of what to do in the event of an allegation against the headteacher. All staff are aware of this and have direct contact details for the nominated governor.

Yes

No

Partial

11. The headteacher (and chair of governors who will act as case manager and liaise with the LADO in the event of an allegation against the headteacher) have clear processes to record any allegations brought to their attention including a chronology of events [link to referral](#)

Yes

No

Partial

12. Any learning from managing allegations cases is addressed to reduce risks through:-

	Yes	No	Partial
Revision of policy or procedure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Training for all staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

13. Sign off by chair of governors

14. Sign off by head teacher