Allegation Management Policy

CT Skills is committed to providing the highest level of care for both learners and employees. In line with statutory safeguarding responsibilities, it is essential that any allegations of abuse against a member of staff, or volunteer are dealt with thoroughly, fairly, and without delay.

Our approach prioritises the protection and welfare of the learner, while also ensuring appropriate support for the individual subject to the allegation.

This policy is aligned with the Department for Education (DfE) statutory guidance, including ***Working Together to Safeguard Children (2026), Dealing with Allegations of Abuse Against Teachers and Other Staff (DfE), and Keeping Children Safe in Education (KCSIE 2026).***

It ensures that all employees, learners, parents, and carers are aware of the procedures for reporting and investigating allegations, so that all concerns are handled consistently, transparently, and efficiently.

An allegation may relate to a person who has:

- behaved in a way that has harmed, or may have harmed, a child or vulnerable adult.
- possibly committed a criminal offence against, or related to, a child or vulnerable adult.
- behaved in a way that indicates they may pose a risk of harm to children or vulnerable adults.

In the event of such an allegation, the Designated Safeguarding Lead (DSL) will:

- Provide appropriate support to the individual making the allegation.
- Ensure that all details are accurately recorded on the Safeguarding & Prevent Disclosure Form.
- Inform HR department.
- Contact the Local Authority Designated Officer (LADO) within one working day, in line with statutory requirements. The LADO will review the nature, content, and context of the allegation, and advise on the appropriate course of action.
- Follow the advice and guidance provided by the LADO regarding subsequent actions, which may include referral to other statutory agencies.

The LADO holds overall responsibility for overseeing procedures relating to allegations against employees working with children, resolving inter-agency issues, and liaising with the Local Safeguarding Children Partnership (LSCP). They also provide advice and guidance to the DSL, liaise with the police and other relevant agencies where necessary, and monitor the progress of cases to ensure they are handled promptly, proportionately, and in accordance with statutory safeguarding frameworks.

Where immediate action to ensure safety is required

- To ensure the safety of a child or vulnerable adult;
- Where there is a medical emergency, medical attention should be secured by calling an ambulance (dial 999)
- Where a child or vulnerable adult is in immediate danger the police should be contacted (dial 999)

Support for employees facing an allegation

Confidentiality will be maintained throughout the process for both the individual making the allegation and employee.

As part of our duty of care to our employees we will;

- Provide support to any employee facing an allegation
- Appoint a named HR contact that will liaise with the employee
- Deal with the allegations as quickly as possible, in a fair and consistent way that will provide effective protection for the individual making the allegation and at the same time support the employee who is the subject of the allegation
- Inform the employee of the concerns/ allegation as soon as possible and give an explanation as to the likely course of action (unless we are advised by Social Services or the police not to do so)

Suspension

The Company will consider all alternatives prior to taking a decision to suspend an employee facing an allegation. However, if it is deemed inappropriate for the employee to remain at work then suspension from work will be instigated. The suspension will be for no longer than is necessary to investigate the allegation. Suspension does not mean that any decision has already been made about the allegation.

Potential outcomes of an allegation

- Substantiated: there is sufficient identifiable evidence to prove the allegation.
- False: there is sufficient evidence to disprove the allegation.
- Malicious: there is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false.
- Unfounded: there is no evidence or proper basis which supports the allegation being made.
- Unsubstantiated: there is insufficient evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

Record keeping

Details of allegations that are found to be malicious will not be retained on the employee's HR file.

All other outcomes will be recorded and retained on the employee file in line with our policies and procedures. A copy of the report will be provided to the employee.

Action taken with the learner

In the event of a malicious or unsubstantiated allegation, CT Skills may consider whether to apply an appropriate sanction, which could include temporary or permanent exclusion (as well as referral to the police if there are grounds for believing a criminal offence may have been committed).

If the learner is identified as being at risk, the Designated Safeguarding Lead will signpost the learner to the relevant support services.

Action taken with the employee

HR will liaise with both the DSL and LADO regarding appropriate next steps to be taken with the employee. In the event of a substantiated allegation, this may result in disciplinary procedures being instigated.

CT Skills will remain mindful of its duty of care and its legal obligations under relevant legislation, including but not limited to:

- ***Health and Safety at Work Act 1974***
- ***Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)***
- ***Safeguarding Vulnerable Groups Act 2006***
- ***Equality Act 2010***
- ***Protection of Freedoms Act 2012***
- ***Counter-Terrorism and Security Act 2015 (including the Prevent Duty)***
- ***Online Safety Act 2023***

In relation to learners under the age of 18, the following statutory guidance is also of particular importance:

- Working Together to Safeguard Children (Statutory Framework, updated 2026)
- Keeping Children Safe in Education (KCSIE 2026)

This procedure forms part of, and should be read in conjunction with, the ***CT Skills Safeguarding & Prevent Policy,*** ensuring compliance with the latest safeguarding and online safety requirements.