



**Educ8**

Education Delivered with Utmost Care

## **Educ8 (Luton) Ltd**

(Hereinafter referred to as "Educ8")

*A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.*

### **ALLEGATIONS POLICY**

#### **Rationale**

The welfare and well-being of tutors and students is of paramount importance to Educ8 and as such we take the responsibility of care seriously and fully endorse the principles and practice of Every Child Matters. We recognise that any possibility that a tutor may have mistreated a student must be investigated thoroughly, but in a way that does not prejudice either the tutor or student. Our ethos is child focussed and we hold the belief that such incidents can occur in any organisation, our own included.

As an organisation we have a duty of care to both our tutors and students. We will provide effective support for anyone facing an allegation and provide the tutor with a named contact if they are suspended. Any investigation of an allegation of abuse against a tutor will follow the objective, professional standards and routines described here. We will comply with the LSCB procedures for managing allegations about adults that work or volunteer with children in all circumstances. Any allegation made about the Company Director will be passed on to BISS for an independent investigation.

#### **Aims**

The policy will contribute to safeguarding our tutors and students in promoting their welfare by:

- Dealing with allegations efficiently and with empathy, common sense, and judgement.
- Managing and minimising the stress inherent in the allegation and the disciplinary process.
- Supporting tutors in regard to their wellbeing throughout the process.
- Informing tutors of concerns or allegations as soon as possible and giving them an explanation of the likely course of action unless there is an objection by the Local Authority Social Care or the police.
- Informing parents or carers of a child or children involved about the allegation as soon as possible, unless advised otherwise by external agencies.
- Ensuring that parents or carers are updated as the investigation progresses to its conclusion.
- Terminating the tuition of students who have been found to have made deliberately false or malicious allegations against tutors.
- Ensuring that allegations and subsequent investigations are dealt with as quickly and confidentially as possible.

#### **Practice**

If a child makes an allegation or raises a concern about a tutor, visitor or volunteer the Company Director, Nigel Jones should be informed immediately. If the allegation or concern may fall within the following criteria, the Local Authority Designated Officer (LADO) will be contacted at the earliest possibly opportunity and within 1 working day.

- 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 in a way that indicates he or she may pose a risk of harm to children



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The manager of BISS and/or the BISS Designated Safeguarding Lead should also be notified of any inappropriate behaviour.

Inappropriate behaviour by tutors could take the following forms:

- **Physical**

For example, the intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects or inappropriate physical handling.

- **Emotional**

For example, intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights, and attitudes that discriminate on the grounds of race, gender, disability, or sexuality. Excessive or aggressive shouting.

- **Sexual**

For example, sexualised behaviour towards peers, sexual harassment, sexual communication including via social networking, email, text, grooming behavior, sexual assault, and rape.

- **Neglect**

For example, failing to act to protect a child or children, failing to seek medical attention or failure to meet a child's basic needs.

- **May Pose a Risk**

Behaviours that may take place outside of the workplace that present a transferable risk in their professional role with children. For example, alleged perpetrator of domestic abuse, offences demonstrating a sexual interest in children, abuse or neglect of their own children or behaviours that are incompatible with a professional role working with children.

If a child makes an allegation of physical or sexual abuse against an adult that works with children and there are visible bruises, marks or injuries, Child Protection procedures will be followed, and a referral made to the Multi-Agency Safeguarding Hub (MASH). The LADO will also be informed.

**The Company Director will not carry out the investigation him/herself or interview students.**

Where an allegation has been made against the Company Director, the Chair of the Governing Body will take on the role of liaising with the Local Authority Designated Officer (LADO) in determining the appropriate way forward. If there is no one available, the manager of BISS can fulfil the role.

It is essential that any allegation of abuse made against a tutor or other member of staff is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.



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The framework for managing cases of allegations of abuse against people who work with children is set out in '*Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children*' (2018) which provides an overview of how allegations should be handled and is relevant for the purposes of s.157 and s.175 of the Education Act (2011).

The LADO can be contacted on **01582 548069**.

The LADO may request a referral. This will be completed and submitted within 1 working day.

We will engage with the LADO at all stages of the management of the allegation / concern and comply with the Statutory Guidance contained within Keeping Children Safe in Education (2021) and the local procedures published by the LSCB. In this regard, the organisation will consider whether it is necessary to suspend the tutor while the case is being managed; however, all reasonable alternatives to manage the risk will be considered.

### **References:**

Education Act (2011)  
DFE Working Together to Safeguard Children (2018)  
DFE Keeping Children Safe in Education (2022)

### **Appendix 1:**

Guidance Flow Chart (Page 4)

*N K Jones*  
*Review Date*

*September 2023*  
*September 2024*



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### **Appendix 1**

#### **GUIDANCE FLOWCHART**

If you become aware that a tutor or volunteer may have:

- 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 in a way that indicates he or she may pose a risk of harm to children

The child and/or alleged abuser **SHOULD NOT** be questioned but a record made of what has been reported. Please report immediately to your senior manager, unless there is clear evidence to prove that the allegation is incorrect. The manager must:

Contact the Local Authority Designated Officer (LADO) on **01582 548069** within 1 working day.

Please call one of the following numbers:

LBC Safety Team Children

**01582 547653  
08702 385465**

The LADO will:

1. Consider the relevant facts and concerns regarding the adult and child or children, including any previous history.
2. Decide on next course of action – usually straight away, sometimes after further consultation with other multi-agency parties such as the Police and HR.

If the allegation threshold is met a strategy meeting will normally be held either by phone or in person. Normally a senior manager, the LADO, HR, Police, and social care are invited to attend. Relevant information is shared, risks to children are considered and appropriate action agreed –e.g., child protection and other enquiries, disciplinary measures, or criminal proceedings. A record of the meeting will be made, and further meetings held regularly until a conclusion is reached. If the allegation threshold is NOT met, the LADO will agree with you an appropriate response (e.g. for the agency to undertake further enquiries or undertake an internal investigation).