



Allegations Management Policy

Educreate Learning

1. Purpose

Educreate is committed to safeguarding and promoting the welfare of children and young people. This policy outlines how Educreate will respond to allegations made against staff, volunteers, contractors, or anyone working on behalf of the organisation. It ensures that concerns are handled fairly, consistently, and in line with safeguarding legislation and guidance, including **Working Together to Safeguard Children (UK)**.

2. Scope

This policy applies to:

- All staff, tutors, and facilitators
- Volunteers and contractors
- Anyone working on behalf of Educreate
- Allegations involving students where appropriate

It applies to all activities delivered by Educreate, including those in schools, community settings, and off-site locations.

3. Definition of an Allegation

An allegation may arise where a person working with children has:

- 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
- Behaved in a way that indicates they may pose a risk of harm to children
- Behaved in a way that breaches professional boundaries or codes of conduct

4. Principles

Educreate will ensure that:

- The welfare of the child is always the primary concern
- All allegations are taken seriously and acted upon promptly
- Individuals are treated fairly and with respect
- Confidentiality is maintained as far as possible
- Procedures are followed in line with local safeguarding partnership guidance

5. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

Educreate will appoint a Designated Safeguarding Lead who is responsible for:

- Receiving and managing allegations
- Liaising with external agencies
- Ensuring appropriate action is taken

Leadership

Educreate leadership will:

- Ensure this policy is implemented effectively
- Support the DSL in managing allegations
- Ensure appropriate referrals are made

Staff and Volunteers

All staff must:

- Report any concerns or allegations immediately
- Not investigate or attempt to resolve the matter themselves
- Maintain confidentiality

6. Reporting an Allegation

Any allegation or concern must be reported immediately to the Designated Safeguarding Lead (DSL).

If the allegation concerns the DSL, it must be reported to a senior leader or director.

Reports should include:

- Details of the concern or allegation
- Names of those involved
- Dates, times, and any relevant information

7. Initial Response

Upon receiving an allegation, Educreate will:

- Ensure the immediate safety of the child or young person
- Record the details accurately
- Not question the child in detail or investigate
- Contact the Local Authority Designated Officer (LADO) within 1 working day where required
- Follow advice from safeguarding authorities

8. Managing the Allegation

Educreate will work with relevant agencies, which may include:

- Local Authority (LADO)
- Police
- Children's Social Care
- Referring schools

Possible outcomes may include:

- No further action
- Internal disciplinary procedures
- Referral to external agencies

Educreate will not conduct its own investigation unless advised it is appropriate to do so.

9. Confidentiality

Information will be shared on a need-to-know basis only.

All parties involved will be treated with sensitivity and respect, and records will be stored securely in line with data protection requirements.

10. Supporting Those Involved

Support for the Child

- Ensuring the child feels safe and supported
- Liaising with schools and parents/carers where appropriate

Support for the Accused Individual

- Ensuring fair treatment
- Providing appropriate support during the process

Support for Staff and Others

- Providing guidance and reassurance where needed

11. Record Keeping

Educreate will:

- Keep clear, accurate, and confidential records of all allegations
- Record decisions and actions taken
- Retain records in line with safeguarding and legal requirements

12. Working with Schools and Partners

As an alternative provision, Educreate will:

- Work closely with referring schools
- Share information appropriately and securely
- Follow agreed safeguarding protocols across organisations

13. Low-Level Concerns

Educreate recognises the importance of identifying and addressing low-level concerns early.

Staff are encouraged to report any behaviour that may:

- Be inconsistent with professional standards
- Cause concern, even if it does not meet the threshold for an allegation

These concerns will be recorded, reviewed, and addressed to prevent escalation.

14. False or Malicious Allegations

If an allegation is found to be false or malicious:

- Appropriate action may be taken in line with behaviour policies
- Support will still be provided to all parties involved

15. Monitoring and Review

Educreate will:

- Review safeguarding practices regularly
- Learn from incidents and improve procedures
- Ensure staff receive appropriate safeguarding training

16. Contact Details

For safeguarding concerns or to report an allegation, please contact:

Designated Safeguarding Lead (DSL): Rosie Thurston

Educreate Learning

26 Peveril Road
Northampton
NN5 6JW

07703022689

rosie@educreate.org.uk

In an emergency, contact emergency services (999).

LADO contact details: Phone: 01908 254307 Email: LADO@milton-keynes.gov.uk

Whistleblowing Policy

This policy applies to:

- All employees
- Volunteers
- Agency staff
- Contractors
- Students on placement
- Governors, trustees, or management committee members where applicable

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Behaviour Policy
- Allegations Against Staff Procedures
- Complaints Policy

What is Whistleblowing? Whistleblowing is the act of reporting concerns about dangerous, illegal, unsafe, or unethical practice within the organisation.

Concerns may include, but are not limited to:

- Poor safeguarding practice
- Abuse or neglect of a child
- Failure to follow safeguarding procedures
- Unsafe behaviour towards children
- Bullying, harassment, or discrimination
- Criminal activity
- Fraud or financial misconduct
- Health and safety breaches
- Substance misuse in the workplace
- Attempts to conceal wrongdoing
- Breaches of professional boundaries
- Serious misconduct by staff or volunteers

Whistleblowing differs from a personal grievance. Personal employment concerns should usually be addressed through appropriate management or grievance procedures.

Safeguarding Concerns

Any concern that a child is at risk of harm must be reported immediately in line with the Safeguarding and Child Protection Policy.

Staff must never ignore safeguarding concerns or assume someone else will take action.

If concerns relate to:

- The Designated Safeguarding Lead (DSL), concerns should be raised directly with the Head of Provision or appropriate senior leader.
- The Head of Provision, concerns should be raised with the proprietor, governing body, or Local Authority Designated Officer (LADO).
- Criminal behaviour or immediate risk of harm, staff should contact relevant external agencies, including Children's Social Care or the Police.

Raising a Concern

Staff and volunteers are encouraged to raise concerns as soon as possible.

Concerns can be raised:

- Verbally
- In writing
- Through safeguarding reporting procedures
- Directly with senior leadership

Information provided should include:

- The nature of the concern
- Relevant dates, times, and locations
- Names of individuals involved
- Details of any witnesses
- Any actions already taken

Concerns should be factual and not based on speculation where possible.

How Concerns Will Be Managed

Educreate will:

- Take all concerns seriously
- Respond promptly and appropriately

- Treat concerns sensitively and confidentially
- Ensure concerns are investigated fairly
- Take appropriate safeguarding or disciplinary action where necessary
- Keep accurate records of concerns and actions taken

Where appropriate, concerns may be referred to:

- The Local Authority Designated Officer (LADO)
- Children's Social Care
- The Police
- Ofsted
- The Health and Safety Executive
- Other relevant regulatory bodies

Protection for Whistleblowers

Educreate will not tolerate harassment, victimisation, retaliation, or disadvantage against anyone who raises a genuine concern in good faith.

Individuals raising concerns will be supported throughout the process wherever possible.

However, malicious or knowingly false allegations may result in disciplinary action.

Confidentiality

Every effort will be made to protect the identity of individuals raising concerns where possible. However, there may be situations where confidentiality cannot be guaranteed, particularly if external agencies or legal proceedings are involved.

Record Keeping

A written record will be maintained of:

- The concern raised
- Actions taken
- Outcomes
- Any referrals made

Records will be stored securely and confidentially in accordance with data protection requirements.

Monitoring and Review

This policy will be reviewed annually or sooner if:

- Legislation changes
- Statutory guidance is updated
- Serious incidents occur
- Practice reviews identify improvements

Key Principle

All adults working within Educreate have a professional and moral responsibility to speak up about concerns that may place a child, young person, or member of staff at risk.

Creating a culture of openness and accountability is essential to keeping children safe.

Review and Approval

This policy will be reviewed annually or sooner if required due to changes in legislation or safeguarding guidance.

Approved by: Rosie Thurston

Date: 28/05/2026

Review date: 28/05/2027