

## Appendix 1: Safeguarding Flowchart: Allegations Against Staff Cambridge

### If you become aware that a member of staff 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 towards a child or children in a way that indicates they **may pose a risk of harm** to a child
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The child and/or alleged abuser SHOULD NOT be questioned but a record made of what had been reported

Report immediately to the Designated Safeguarding Lead (DSL) who, unless there is evidence to prove the allegation is incorrect will report to the LADO (Local Authority Designated Officer for Allegations)

If the matter involves Rob Bates (DSL), or they are unavailable, it should be brought to the attention of Stacey Green Director of HR, Compliance & Safeguarding 07387 501760

If the matter involves Stacey Green, the concern should be passed to Simon Gunton (Managing Director) 07885 706456

**The DSL must report the allegation to the LADO within 24 hours:**

**Cambridgeshire LADO: 01223 727697  
Peterborough LADO: 01733 864038**

**The DSL will inform the Director of HR, Compliance & Safeguarding**

**The LADO will:**

1. Consider the relevant facts and concerns re the adult and child/ren, including any previous history
2. Decide on the next **COURSE** of action-usual straight away, sometimes after consultation with others such as HR.

**If DFE procedures are NOT to be followed, the LADO will agree with you an appropriate response (e.g. the school undertake an internal investigation)**

If the DFE procedures are to be followed, a strategy meeting will normally be held virtually or in person. Normally, the DSL, the LADO, HR, and the police are invited. Information is shared, risks to the children considered and appropriate action agreed- e.g., S47 Children Act enquiries, school enquiries, disciplinary measures, or criminal proceedings. A record of the meeting will be made, and further meetings held until a conclusion is agreed.