



MANAGING ALLEGATIONS AGAINST STAFF, VOLUNTEERS & ADULTS POLICY

Policy Statement

Ohana Centre is committed to safeguarding children and maintaining the highest standards of professional conduct. We recognise that allegations against staff, volunteers, students, or any adult working with children must be handled promptly, fairly and transparently to protect children and adults alike.

This policy sets out the procedures for managing allegations in line with statutory safeguarding guidance and local authority requirements.

This policy must be read alongside:

- Safeguarding & Child Protection Policy
 - Whistleblowing Policy
 - Safer Recruitment Policy
 - Staff Behaviour & Code of Conduct Policy
 - Supervision & Staff Development Policy
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1. Scope of the Policy

This policy applies to:

- Paid staff
 - Volunteers
 - Students and trainees
 - Agency staff
 - Contractors
 - Any adult working on behalf of Ohana Centre
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2. What Is an Allegation?

An allegation is where an adult has:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child in a way that indicates unsuitability to work with children

Low-level concerns may be managed under the Staff Behaviour & Code of Conduct Policy, but **patterns or serious concerns escalate under this policy.**

3. Immediate Actions

If an allegation is made:

- The child is safeguarded immediately
 - The concern is reported to the **Designated Safeguarding Lead (DSL)**
 - If the allegation involves the DSL, it is reported directly to the **Local Authority Designated Officer (LADO)**
 - No internal investigation is carried out before contacting LADO
 - Confidentiality is maintained at all times
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4. Role of the LADO

The LADO will:

- Advise whether the allegation meets the threshold
- Guide next steps
- Decide if police or children's services involvement is required
- Advise on suspension or alternative arrangements

Ohana Centre will follow LADO guidance at all times.

5. Suspension & Risk Assessment

Suspension is **not automatic**.

A risk assessment will be carried out to decide whether:

- Temporary suspension is required

- Duties can be adjusted
- Additional supervision can be put in place

The safety of children is always the priority.

6. Confidentiality

Information relating to allegations is shared only on a need-to-know basis.

Staff must not:

- Discuss allegations informally
- Share information with parents or colleagues
- Contact the individual involved directly

Breach of confidentiality may result in disciplinary action.

7. Support for All Parties

Ohana Centre recognises the impact allegations can have.

Support is provided for:

- The child and family
- The member of staff involved
- Staff teams affected

All matters are handled with sensitivity and fairness.

8. Record Keeping

All allegations are:

- Recorded securely
- Logged in safeguarding records
- Retained in line with statutory guidance

Where allegations are substantiated, referrals to DBS or professional bodies will be made where required.

Policy Review & Sign-Off

- Original adoption: **4th November 2022**
- Last review: **8th December 2025**
- Reviewed By: Alba Arenas Martín
- Next review due: **November 2026** or earlier if statutory guidance changes.