



Statement of Abuse Allegations against Staff

Eastern Region Training Group Ltd

Autumn 2022

Prepared by:	<i>Clive Coote</i>
Approved by:	<i>Clive Coote</i> <i>Managing Director</i>
Status & review cycle	Statutory Annual
Date approved:	<i>07-09-2020</i>
Review date:	<i>12/09/2022</i>
Next review date:	<i>12/09/2023</i>

In line with Part 4 of Keeping Children Safe in Education, this statement sets out what staff must and must not do if there are allegations of abuse made against staff at ERRTG.

The definition of an allegation is any information which indicates that a member of staff /volunteer may have:

- *behaved in a way that has harmed a minor, or may have harmed a minor;*
- *possibly committed a criminal offence against or related to a minor; or*
- *behaved towards a minor in a way that indicates he/she may pose a risk of harm to minor.*

This applies to any minor the member of staff/volunteer has contact with in their personal, professional or community life. It also applies regardless of whether the alleged abuse took place at ERRTG.

Firstly, it is the responsibility of Clive as the MD to ensure that staff and any volunteers are properly vetted to make sure they are safe to work with the apprentices who attend ERRTG and that we have procedures for appropriately managing allegations of abuse made against members of staff (including the headteacher and volunteer helpers). This includes Safer Recruitment Training and DBS checks for all staff on the premises.

It is the responsibility of Clive and Katie as the DSL to make sure that all staff are aware of and confident in using the statement for reporting allegations of abuse.

If allegations are made, ERRTG will follow the SSCB [Arrangements for Managing Allegations of Abuse Against People Who Work With Children or Those Who Are in A Position of Trust](#) if an allegation is made against an adult in a position of trust.

If there is an allegation, **staff MUST:**

- Report these to Clive as soon as possible. If Clive is absent, the DSL or DDSL in the next in line to report to.
- Where the concerns or allegations are about the DSL or DDSL, these should be reported directly to Clive as MD.
- If the allegations are against Clive, these should be reported to the DSL.
- Maintain confidentiality outside of the centre
- Record in handwritten format all of the information, with the date and a signature which includes only facts without assumptions or explanations of the event.

Staff **MUST NOT:**

- Attempt to deal with the allegations themselves.
- Withhold the information until a point that they deem most suitable
- Promise confidentiality to anyone involved in the allegation.
- Take action which pervert the course of justice or may influence the outcome of any investigations.

Clive as Managing Director should report the concern to the Local Authority Designated Officer (LADO) within one working day. LADOs can be contacted via email on LADOCentral@suffolk.gcsx.gov.uk or by using the LADO central telephone number: **0300 123 2044** for allegations against all staff and volunteers.

In conjunction with the LADO, the guardians will be told as appropriate.

Staff will not be automatically suspended from their role without careful consideration. Advice will be sought from the LADO and the Police as necessary in deciding the best course of action.