Allegations and concerns against anyone 16 years or over who is working or volunteering in a position of trust – September 2026 (including schools, colleges, early years and alternative provision settings)

If you have any concern – no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult working in or on behalf of the school may have acted in a way that:

- **is inconsistent with the staff code of conduct, including inappropriate conduct outside of work (if in doubt, refer to LADO)**

Examples of such behaviour could include, but are not limited to:

- Being over friendly with children
- Having favourites

* Please refer to LADO if a pattern or multiple low level concerns are identified for an individual. Professional curiosity and understanding context should be given to any behaviour or conduct to ensure we are considering potential risk and harm to children.

(Staff should self-refer to the Headteacher, or whoever is named within their setting, where they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in a such a way that consider it falls below the expected professional standards)j

The LADO HARM TEST/THRESHOLD.

If you become aware that a member of staff/volunteer/supply/contractor/ bank staff and those from organisations or individuals using the school premises, MAY have:

- behaved in a way that has harmed a child, or may have harmed a child and/or
- possibly committed a criminal offence against or related to a child, and/or
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children, and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

Where a child discloses abuse or neglect by a member of staff/volunteer/supply/ contractor/bank staff and those from organisations or individuals in a position of trust:

- Listen; take their allegation seriously; reassure that you will take action to keep them safe
- Inform them what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the person/ alleged abuser

Report immediately to the person in charge (Eg headteacher, principal, manager)

Yvonne Jenkinson: Manager and DSL

Any concern or allegation against the person in charge will be reported to (Eg chair of governor, owner, chair of committee, nominated trustee)

Sally Weymouth : Chair

Unless there is clear evidence to prove that the allegation is incorrect, the person in charge **will decide on the nature of the allegation/concern. (If the individual is employed by another agency and not the setting, the employer must be informed).**

Allegations that may meet the harm threshold

KCSIE 2026 **Part 4 Section 1 Guidance for persons in charge**

If the behaviour towards the child may have met the harm threshold (KCSiE 2026, p.104) report the allegation ***within one working day*** to the Local Authority Designated Officer (LADO) and your HR provider

- Email the referral to LADOservice@wiltshire.gov.uk

- LADO training is available on Wiltshire Safeguarding Vulnerable People Partnership (SVPP) - Booking Training

Under *Working Together to Safeguard Children* and *Keeping Children Safe in Education*, there is a statutory duty to assess concerns that may affect an individual's suitability to work with children, regardless of whether the behaviour occurred in a professional or personal context. Suitability and transferable risk refers to behaviour outside of the workplace and if there is a likelihood that the behaviours could be repeated in the workplace and might the behaviour present a risk of harm to children in your setting.

The LADO will:

1. Consider the relevant facts and concerns regarding the individual and child or children, including any previous history and whether the individual holds any other positions of trust.
2. Decide on next course of action - usually straight away. This may be a **Consultation** (not part of the formal LADO process) or an **IEM (Initial Evaluation Meeting)** which starts the formal LADO process.

Consultation and IEM:

- **Consultation** meeting – The LADO will meet with the employer to share information to safeguard children, evaluate any concerns and risk in relation to the person of concern, consider the harm test and agree on any action needed to address the issues.
- **IEM** – This a **multi-agency initial evaluation meeting** to share information to safeguard children, evaluate any concerns and risk in relation to the person of concern, consider the harm test (including transferable risk) and agree on any action needed to address the issues.
- A record of the meeting will be made, and regular reviews will take place until a LADO outcome is reached.
- A disciplinary process can run alongside the LADO process – it is not one or the other. This will be discussed during the Consultation and formal LADO process.

If the allegation threshold is NOT met:

The LADO will agree an appropriate response, eg for the setting to undertake further enquiries or an internal investigation.

Refer to the low-level concerns procedures below.

Allegations/concerns that do not meet the LADO harm threshold or are low-level concerns

KCSIE 2026 **Part 4 Section 2 Guidance for persons in charge**

**** The disciplinary process may still continue (with HR advice) even if the LADO threshold is not met****

The person in charge will take the following actions:

- Will seek advice from HR adviser.
- Fact find to determine what further action may need to be taken.
- If the concern has been raised via a third party, the person in charge (or a nominated deputy) should collect as much evidence as possible by speaking:

  - directly to the person who raised the concern, unless it has been raised anonymously, and

  - to the individual involved and any witnesses.
- All low-level concerns will be recorded in writing and will include details of the concern, the impact on the child and the context in which the concern arose along with the rationale for decisions and action taken.
- Records will be kept confidential and held securely; it is recommended that it is retained at least until the individual leaves their employment.
- Records will be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified.
- Where a pattern of such behaviour is identified, the EY setting, school or college should decide on a course of action, either through its disciplinary procedures or where a pattern of behaviour moves from a low-level concern to meeting the harm threshold, in which case it should be referred to the LADO (as per Part 4, Section 1).
- Consideration should also be given to whether there are wider cultural issues within the school or college that enabled the behaviour to occur and where appropriate policies could be revised, or extra training delivered to minimise the risk of it happening again.