

Managing Allegations Policy

Status: Statutory

Date Approved: September 2026

Review Date: September 2027

Team Responsible: Inclusion Lead and SLT

Signed- Adam Haffner

Policies are approved and ratified by the Senior Leadership Team and the approval of policies are recorded within the minutes of the meetings.

Managing Allegations Against Staff and Volunteers Policy

1. Policy Statement

Be My Tutor promotes a culture of transparency, timely reporting and professional curiosity to ensure allegations are managed fairly while prioritising the safety and welfare of children.

Be My Tutor is committed to safeguarding and promoting the welfare of children and young people. We recognise our responsibility to ensure that all concerns or allegations relating to adults working with children are dealt with fairly, consistently, quickly and in accordance with statutory guidance.

This policy outlines how Be My Tutor will respond to allegations made against staff, tutors, volunteers, contractors, agency workers and anyone working on behalf of the organisation.

The welfare of the child is paramount. All allegations and concerns will be managed in a way that safeguards children whilst ensuring that adults are treated fairly and with respect.

2. Legislative Framework

The organisation also has regard to the Human Rights Act 1998, Equality Act 2010 and relevant local safeguarding partnership procedures.

This policy has been developed in accordance with:

- Keeping Children Safe in Education (KCSIE) 2026
- Working Together to Safeguard Children 2023
- Children Act 1989 and 2004
- Education Act 2002
- Data Protection Act 2018
- UK GDPR
- Local Authority Designated Officer (LADO) Procedures

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Low-Level Concerns Policy
- Whistleblowing Policy

- Online Safety Policy
- Safer Recruitment Policy

3. Scope

This policy applies to:

- Employees
- Tutors
- Agency staff
- Volunteers
- Contractors
- Consultants
- Governors or Trustees
- Senior leaders
- Any adult working on behalf of Be My Tutor

4. What is an Allegation?

An allegation relates to behaviour where an adult 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 towards a child or children in a way that indicates they may pose a risk of harm.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

These concerns are often referred to as meeting the "harm threshold."

5. Examples of Allegations

Examples include but are not limited to:

- Physical abuse of a child.
- Emotional abuse or intimidation.
- Inappropriate sexual comments.
- Sexual communication with a child.
- Sending inappropriate messages.
- Grooming behaviour.
- Inappropriate physical contact.

- Sharing indecent images.
- Breaching professional boundaries.
- Online abuse or exploitation.
- Behaviour outside work that raises safeguarding concerns.
- Criminal conduct involving children.

6. Immediate Action

Staff must preserve any digital evidence, including emails, messages or platform logs, and avoid discussing the allegation with others unless authorised.

If an allegation is made:

1. The recipient must listen carefully and record the information accurately.
2. No promise of confidentiality should be given.
3. The matter must be reported immediately to the Designated Safeguarding Lead and Director.
4. The child must be safeguarded and supported.
5. No investigation should be undertaken before consultation with the LADO where appropriate.

Where a child is at immediate risk of harm, emergency services and Children's Social Care will be contacted immediately.

7. Reporting Routes

Allegation Against a Tutor or Staff Member

Report immediately to:

- Designated Safeguarding Lead (DSL)
- Director

Allegation Against the DSL

Report immediately to:

- Director
- Senior Leadership Team Member

Allegation Against the Director

Report immediately to:

- Chair of Trustees (if applicable)
- External Safeguarding Adviser
- Local Authority Designated Officer (LADO)

8. Initial Consideration

The DSL and Director will consider:

- The nature of the allegation.
- Whether the allegation meets the harm threshold.
- Whether the concern should be managed under:
 - This policy,
 - The Low-Level Concerns Policy,
 - Disciplinary procedures,
 - Safeguarding procedures.

Where there is uncertainty, advice will be sought from the Local Authority Designated Officer (LADO).

9. Referral to the LADO

Where required, referrals to children's social care, the police or other statutory agencies will be made without delay in accordance with safeguarding guidance.

Where an allegation meets the harm threshold, the DSL or Director will contact the LADO within one working day.

The organisation will:

- Follow all LADO advice.
- Cooperate fully with external agencies.
- Maintain accurate records.
- Avoid undertaking investigations that may compromise external enquiries.

10. Supporting the Child

The child involved will receive appropriate support throughout the process.

This may include:

- A named safeguarding lead.
- Emotional support.

- Communication with parents/carers.
- Risk assessments.
- Adjustments to educational provision.

The child's welfare will remain the primary consideration throughout.

11. Supporting the Adult

Support may include access to wellbeing resources, appropriate updates during the process and advice on maintaining confidentiality.

Be My Tutor recognises that allegations can be distressing and potentially damaging.

The adult involved will:

- Be informed of the allegation as soon as appropriate.
- Be treated fairly and respectfully.
- Be offered support throughout the process.
- Be provided with a named contact person.

Confidentiality will be maintained wherever possible.

12. Suspension and Risk Management

Suspension is a neutral act and will not be automatic.

A risk assessment will be completed to determine whether:

- Alternative duties are appropriate.
- Increased supervision is sufficient.
- Temporary removal from duties is required.
- Suspension is necessary to protect children or the investigation.

The least restrictive option that adequately safeguards children will be considered.

13. Online Tuition Allegations

Only approved communication platforms should be used. Personal devices, social media and private messaging must never be used for communication with learners.

As Be My Tutor delivers online education, allegations may arise from:

- Online communication.
- Video lessons.

- Use of digital platforms.
- Messaging systems.
- Social media activity.
- Sharing of digital content.

Where concerns relate to online activity, Be My Tutor may:

- Review lesson recordings.
- Review platform logs.
- Review communication records.
- Secure relevant digital evidence.

All evidence will be handled securely and in accordance with data protection legislation.

14. Confidentiality

Information relating to allegations will be handled confidentially.

Information will only be shared with individuals who need to know in order to:

- Safeguard children.
- Conduct investigations.
- Comply with statutory requirements.

All parties are expected to maintain confidentiality throughout the process.

15. Record Keeping

A secure record will be maintained of:

- The allegation.
- Actions taken.
- Decisions reached.
- Outcomes.
- Any referrals made.

Records will be retained in accordance with safeguarding and employment legislation.

Where an allegation is substantiated, records will be retained on the individual's personnel file.

16. Outcomes

Possible outcomes include:

Substantiated

There is sufficient evidence to prove the allegation.

Malicious

There is sufficient evidence to prove the allegation was deliberately false.

False

There is sufficient evidence to prove the allegation did not occur.

Unsubstantiated

Insufficient evidence to prove or disprove the allegation.

Unfounded

No evidence or proper basis exists to support the allegation.

17. Learning Lessons

Lessons learned will inform safeguarding audits, supervision, staff training and future policy reviews to strengthen organisational practice.

Following the conclusion of any allegation, Be My Tutor will consider:

- Whether policies require updating.
- Whether training needs have been identified.
- Whether additional safeguards are required.
- Whether lessons can be learned to improve practice.

18. Whistleblowing

Staff are encouraged to raise concerns about safeguarding practice through the Whistleblowing Policy where they feel unable to do so through normal reporting routes.

No member of staff will suffer detriment for raising a genuine concern in good faith.

19. Monitoring and Review

The effectiveness of this policy will be monitored through safeguarding audits, allegation reviews, staff training compliance and quality assurance activities.

The Designated Safeguarding Lead and Senior Leadership Team will review this policy annually or sooner if:

- Legislation changes.
- Statutory guidance is updated.
- Local safeguarding procedures change.
- An incident highlights the need for revision.

Contact Details

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