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| **ALLEGATION MADE AGAINST A STAFF MEMBER** |
| **Explanatory Statement**It is imperative that an accurate record is maintained on all allegations against professionals for the protection of children and the individual involved. National Guidance requires that the LADO keep clear and comprehensive summary of allegations, **how the allegation was followed up and resolved, and a note of any action taken and decision reached.** This should be kept on an employee’s confidential personnel file, and a copy provided to the person concerned.The purpose of this record is to enable accurate information to be given in response to any future request for a reference if the person has moved on. It will also provide clarification in cases where a future CRB Disclosure reveals information from the police about an allegation that did not result in a criminal conviction. It will also help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time.The record should be retained at least until the person has reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer. |
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| **Name:** |  | **Date of allegation:**  |  |
| **Employer:**  |  | **Area** |  |

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| **Summary of allegation made:** |
| **How allegation was followed up:** |
| **Action taken and decisions reached:** |
| **Outcome of Management investigation:** |
| **Substantiated** |  | **Unsubstantiated** |  | **Unfounded** |  |  **Malicious** |  | **False**  |  |
| **Action taken:****(ie: words of advice, further training, disciplinary procedure. Please indicate here if you will be referring this member of staff to the DBS)** **Will member of staff be referred to the DBS?** |
| **Date this matter resolved with Member of Staff:** |
| **Employee comments:****Signature……………………………………………………..** |
| **Signature and status of person completing this form…………………………………………** **………………………………………………………………………………………………….****Please print name…………………………………………………………** |
| **Definitions:****Substantiated -** A substantiated allegation is one which is Supported or established by evidence or proof’**Unsubstantiated -** An unsubstantiated allegation is not the same as a false allegation. It simply means that there is insufficient identifiable evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.**Unfounded -** This indicates that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively they may not have been aware of all the circumstances. For an allegation to be classified as unfounded, it will be necessary to have evidence to disprove the allegation.**Deliberately invented or malicious -** This implies a deliberate act to deceive. A malicious allegation may be made by a pupil following an altercation with a teacher or a parent who is in dispute with a school. For an allegation to be classified as malicious, it will be necessary to have evidence, which proves this intention.**False - An** allegation is deemed to be false if there is sufficient evidence to disprove the allegation. |
| **Please return this form within two weeks of concluding investigation to:** **Kent LADO-**Kroner House, Eurogate Business Park,Ashford, Kent, TN24 8XUTel. 03000 410888**or email:**kentchildrenslado@kent.gov.uk **(**Please password protect the document if you are sending this via email from a non-Gov.uk email address) **Date form sent:** |