



## MANAGING ALLEGATIONS ABOUT STAFF POLICY

**Effective Date:**13-07-2025

### 1. Purpose

Elevations Dance is committed to providing a safe and supportive environment for all children and young people. This policy outlines the procedure for managing allegations made against staff, volunteers, or any adult working on behalf of Elevations Dance, in line with **safeguarding guidance and statutory requirements**.

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### 2. Scope

This policy applies to all:

- Staff (paid or unpaid)
- Volunteers
- Contractors
- Freelance instructors
- Anyone working with children on behalf of Elevations Dance

It covers concerns or allegations that a person may have:

- Harmed a child
  - Committed a criminal offence against a child
  - Behaved in a way that indicates they may pose a risk to children
  - Breached professional boundaries or safeguarding protocols
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### 3. Designated Safeguarding Lead (DSL)

All concerns or allegations must be reported immediately to the DSL.

**DSL Contact:**

Name: Hayley Byrne

Email: hayley@elevationsleeds.com

Phone: 07790 225385

If the allegation involves the DSL, the report should go directly to the local authority's Designated Officer (LADO).

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### 4. Responding to Allegations

Upon receiving an allegation, we will:

1. **Take it seriously** – even if it appears minor.
2. **Ensure immediate safety** – remove or supervise the adult involved if necessary.
3. **Report the concern promptly** to the Local Authority Designated Officer (LADO) for guidance.
4. **Record details clearly** – including what was said, dates, times, witnesses, and any actions taken.

No investigation will be started internally until the LADO has advised.

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## 5. Role of the LADO

The LADO oversees the process and advises whether:

- A police investigation is required
- A social care referral is needed
- The matter should be managed internally as a disciplinary issue

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## 6. Confidentiality

- Allegations will be handled with sensitivity, discretion, and confidentiality.
- Only those who need to know will be informed.
- Staff and children involved will be supported appropriately during the process.

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## 7. Outcomes

Following investigation, outcomes may include:

- No further action
- Internal disciplinary procedures
- Referral to the Disclosure and Barring Service (DBS)
- Police action

The staff member will be informed of the outcome and given the opportunity to respond.

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## **8. Suspension**

- Suspension is not automatic but may be necessary to protect the child or the integrity of the investigation.
  - A risk assessment will be carried out to determine the best course of action.
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## **9. Support**

- Children and families will be offered appropriate support.
  - Staff members subject to allegations will be offered support and kept informed throughout the process.
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## **10. False or Malicious Allegations**

If an allegation is found to be deliberately false or malicious, it will be treated seriously and may result in disciplinary action or referral to external agencies.

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## **11. Policy Review**

This policy will be reviewed annually or in response to changes in safeguarding legislation.