

## **STATEMENT OF PROCEDURES FOR DEALING WITH ALLEGATIONS OF ABUSE AGAINST STAFF**

Hornchurch High School takes seriously all complaints made against members of staff. Procedures are in place for pupils, parents and staff to share any concern that they may have about the actions of any member of the School staff. All such complaints will be brought immediately to the attention of the Head teacher or Assistant Head i/c Safeguarding, in order that they may activate the appropriate procedures. If the allegation concerns alleged minor physical mishandling or verbal abuse, this will normally be dealt with under the School's Complaints Procedure.

If the allegation is of physical assault, the Head teacher will take action in accordance with School's complaints procedure, unless one of the following criteria applies;

The allegation is one of actual bodily harm – i.e. an injury has necessitated medical treatment.

There is reason to suspect parental instigation or collusion.

The allegation has been reported to the Police or Social Services by the parent.

The child is Looked After in Public Care.

The child's name is included in the Child Protection Register.

The child has a disability or Statement of Special Educational Needs.

The member of staff concerned has been subject to previous complaints. The allegation is one of sexual abuse.

In these cases, advice will be sought from the LADO with a view to a Strategy Meeting or Discussion being held in accordance with ACPC procedures. This process will agree upon the appropriate avenue for the complaint and the time-scale for investigations.

In considering whether or not a referral to Social Services is appropriate, the Head teacher may seek advice from the Chair of Governors and/or the LADO. Parents should also be advised of their independent right to make a formal complaint to the Police. Temporary staff will be subject to the same procedures.

If the complaint concerns alleged abuse by the Head teacher, this should be brought to the attention of the Deputy Designated Person, who will inform the Chair of Governors and the LADO.

Staff who are formally disciplined for the mistreatment of pupils (or who resign before disciplinary action can be instigated), will be notified to the LA and the Department for Education.