



Allegations Management – Safeguarding Process Flow as text

Last Updated 06/05/2021

Step 1 - School

School receive allegation

Step 2 – School

School notify Local Authority Designated Officer (LADO) and complete referral form / notify HR Provider

Note: In CBC the LADO is known as the Allegations and Review Manager

Step 3 – CBC

LADO determines if Joint Evaluation Meeting (JEM) is required to be held

Question: Is JEM required?

If yes, proceed to step 4

If no, skip steps 4 to 11 and proceed to step 12

Step 4 – School

School to notify CBC HR Services to Schools immediately.

Step 5 – School and CBC

JEM held: CBC HR Services to Schools may attend. School HR Provider to attend

Actions agree at JEM by all parties

Question: Police or School to investigate?

If Police, go to Step 6

If School, disregard Steps 6 and 7, and continue to Step 8

Step 6 – Police

Undertakes investigation and provides school the outcome through the JEM process.

Outcomes could be: further police action, referred back to school for investigation or no further action to be taken.

Note: If police to investigate, school to follow advice given at JEM by Police as to whether internal investigation can be undertaken or not during Police investigation

Step 7 – School and CBC

Further action by school / CBC will depend on advised outcome. School to follow appropriate process when advised.

End of Process (do not read the remaining steps)

Step 8 – School

Follow process agreed at JEM

Question: Has the process lead to dismissal or resignation?

If no, proceed to Step 9

If yes, disregard Step 9 and proceed to Step 10

Step 9 - School

School to inform LADO of outcome when complete

End of Process (do not read the remaining steps)

Step 10 – School and CBC

ISA Referral to be made by school or CBC as agreed with information supplied by School / HR Provider

CBC HR Services to Schools to attend any hearings that may lead to dismissal

Step 11 - School

School to inform LADO of outcome when complete

End of process (do not read the remaining steps)

Step 12 - School

School investigates with support and advice from HR Provider

Question: Has the process lead to dismissal or resignation?

If no, proceed to Step 13

If yes, disregard Step 13 and proceed to Step 14

Step 13 - School

School to inform LADO of outcome when complete

End of Process (do not read the remaining steps)

Step 14 – School and CBC

ISA Referral to be made by school or CBC as agreed with information supplied by School / HR Provider

CBC HR Services to Schools to attend any hearings that may lead to dismissal

Step 15 - School

School to inform LADO of outcome when complete

End of process