



New Way Tuition

Allegations Against Staff Policy

This policy should be read in line with the Child Protection and Safeguarding Policy
Disciplinary Policy, Whistleblowing Policy
Data Protection Policy

Written by: Managing Director, Mandy Ward on 6th January 2025

Reviewed: 6th January 2026

Contents

Policy Statement.....	3
Purpose.....	3
Scope	3
Definitions.....	3
Types of Allegations.....	3
Reporting Allegations	3
Handling Low-Level Concerns.....	4
Examples of Low-Level Concerns:	4
Examples of High-Level Concerns	5
Confidentiality	6
Investigation Procedures	6
Support for All Parties.....	6
Disciplinary Action	6
Record Keeping	6
Relevant Legislation and Relevant UK Guidance.....	7
Review and Monitoring.....	7
Contact Information.....	7

Policy Statement

New Way Tuition is committed to safeguarding the welfare of children and young people by promoting a culture of safety, accountability, and transparency. This policy outlines the procedures for managing allegations against staff, including tutors, volunteers, and contractors, while ensuring compliance with the **Working Together to Safeguard Children** statutory guidance and **Keeping Children Safe in Education**.

For additional guidance on safeguarding, refer to the **Child Protection and Safeguarding and Policy** and the **Whistleblowing Policy**.

Purpose

This policy aims to provide clear and consistent guidance on managing allegations against staff members, ensuring that all cases are handled promptly, fairly, and in compliance with relevant UK legislation and New Way Tuition's internal policies.

Scope

This policy applies to all individuals working for or on behalf of New Way Tuition, including staff, tutors, volunteers, and external professionals.

Definitions

This policy applies to all individuals working for or on behalf of New Way Tuition, including staff, tutors, volunteers, and external professionals.

Types of Allegations

Allegations may include, but are not limited to:

- Physical abuse
- Emotional abuse
- Sexual abuse or exploitation
- Neglect
- Inappropriate conduct or language
- Breach of professional boundaries

Reporting Allegations

Immediate Action

Any staff member receiving an allegation must report it immediately to the **Designated Safeguarding Lead (DSL), Mandy Ward**, on the same day.

- Contact Information:
 - Mandy Ward (DSL) – Phone: 07985 686 992 | Email: mandy@newwaytuition.co.uk
 - Tracy Jordan (Deputy DSL) – Phone: 07715 554 656 | Email: tracy@newwaytuition.co.uk

- Head Office – Phone: 01277 725 690 | Email: info@newwaytuition.co.uk
- In the absence of the DSL, the Deputy DSL will handle safeguarding matters.
- If an allegation concerns the DSL, the complaint should be referred to the **Deputy DSL** or an independent safeguarding authority.

Handling Low-Level Concerns

Concerns that do not meet the harm threshold but may indicate inappropriate behavior should be addressed according to the organisation.

A **low-level concern** is any behavior by a tutor, staff member, or volunteer that does not meet the threshold of harm but may still be inconsistent with professional standards or safeguarding expectations. While such behavior might not be deliberately harmful, it should still be addressed to prevent potential risks and maintain a safe environment for students.

Examples of Low-Level Concerns:

Boundary Blurring

- Being overly familiar with students, such as using inappropriate nicknames or personal endearments.
- Engaging in unnecessary physical contact that is not required for educational or safety reasons.
- Favoring certain students or giving them special treatment (e.g., offering gifts or personal attention).

Inappropriate Communication

- Sending overly personal messages to students through social media, text, or private chat.
- Making jokes or comments of a personal, sexual, or discriminatory nature, even if intended as "banter."
- Discussing personal life matters with students in a way that blurs professional boundaries.

Unprofessional Conduct

- Failing to maintain a professional tone when speaking to students (e.g., shouting, using sarcasm, or belittling students).
- Not following safeguarding protocols, such as leaving students unsupervised in inappropriate situations.
- Failing to report minor safeguarding concerns or potential welfare issues.

Physical Contact & Behavior

- Initiating hugs or unnecessary physical contact without student consent.
- Sitting too close or invading a student's personal space inappropriately.
- Rough play, inappropriate horseplay, or unnecessary physical interventions.

Personal Favoritism & Social Interaction

- Meeting a student outside of a formal educational setting without appropriate consent or approval.
- Offering students rides home without prior parental consent or SLT approval.

- Encouraging students to share personal details about their home life in an unprofessional manner.

Neglect of Professional Duties

- Ignoring inappropriate behavior from other staff or students.
- Not following safeguarding reporting procedures properly.
- Failing to challenge inappropriate jokes, comments, or behavior from colleagues.

Such concerns should be shared in accordance with the organisations established procedures for low-level concerns.

Examples of High-Level Concerns

A **high-level concern** is any behaviour by a tutor, staff member, or volunteer that poses a significant safeguarding risk or meets the **harm threshold** outlined in *Keeping Children Safe in Education (KCSIE) 2024*. These concerns must be reported **immediately** to the **Designated Safeguarding Lead (DSL)** or a member of the **Senior Leadership Team (SLT)** and referred to the **Local Authority Designated Officer (LADO)** where necessary.

- **Physical abuse:** Any form of physical assault against a student, such as hitting, slapping, or pushing. Using excessive force when restraining a student, beyond what is necessary, or deliberately neglecting a student's physical safety (e.g., locking them in a room, denying access to basic needs like food or the toilet).
- **Sexual misconduct or inappropriate behaviour:** Engaging in any form of sexual activity with a student, inappropriate touching, making sexual jokes or gestures, or grooming behaviours such as giving special gifts, excessive compliments, or attempting to establish a personal relationship. Sharing or discussing inappropriate sexual content with students, including pornography.
- **Emotional or psychological abuse:** Repeatedly belittling, humiliating, or threatening a student. Encouraging students to engage in unsafe or illegal activities. Creating an environment of fear, intimidation, or manipulation.
- **Neglect of duty of care:** Failing to intervene or report when witnessing abuse by another staff member. Ignoring serious safeguarding concerns raised by students, parents, or colleagues. Leaving students unsupervised in dangerous or inappropriate situations.
- **Exploitation and financial abuse:** Encouraging or coercing students into inappropriate activities for personal gain. Borrowing or accepting money, gifts, or favours from students in a way that could be seen as exploitative.
- **Prejudice:** Discriminating against students based on race, gender, sexual orientation, disability, religion, or other personal characteristics. Making derogatory remarks, engaging in unfair treatment, or fostering an exclusionary environment.
- **Professional boundary violations:** Attempting to form a personal or inappropriate relationship with a student outside of a professional setting. Communicating with students through private channels (e.g., personal social media, texting, or personal email) without a legitimate educational reason and SLT approval. Meeting a student alone outside of school premises without formal permission.

- **Radicalisation and extremism:** Promoting extremist ideologies, influencing students toward radical beliefs, or encouraging students to engage in illegal or extremist activities.

High-level concerns require immediate action. All concerns must be reported to the DSL or DDSL without delay. If the concern meets the threshold of harm, the DSL must refer it to the Local Authority Designated Officer (LADO). The case may then involve social services, the police, or other safeguarding agencies. In some cases, the staff member may be suspended while an investigation takes place, and legal action may follow.

If in doubt, all concerns should be reported rather than dismissed, ensuring that the welfare and safety of students remain the priority.

Confidentiality

Allegations must be handled confidentially and shared only with relevant parties, in line with the **Data Protection Policy and UK GDPR (2018)**.

Investigation Procedures

Initial Assessment

- The DSL will conduct an initial review to determine if the allegation is credible and requires further investigation, following guidance in **Keeping Children Safe in Education**.

Referral to LADO

- Serious allegations will be referred to the **Local Authority Designated Officer (LADO)** within one working day, in line with statutory safeguarding protocols.

Internal Investigation

- If an internal investigation is necessary, it will follow procedures outlined in the **Disciplinary Policy**.

Support for All Parties

- **Accused Staff Member:** Staff members against whom allegations are made will be treated fairly and provided with support throughout the investigation process. They will be kept informed of the investigation's progress and any outcomes.
- **Pupils:** Pupils making allegations will receive support and reassurance, ensuring their safety and well-being are prioritised throughout the process.

Disciplinary Action

If the investigation concludes that the allegation is substantiated, appropriate disciplinary action will be taken in line with New Way Tuition's Disciplinary Policy. This may include suspension or dismissal, depending on the severity of the allegation.

Record Keeping

All records related to allegations will be securely stored in compliance with the **Data Protection Act 2018, UK GDPR**.

Records will include details of the allegation, investigation findings, and outcomes.

Relevant Legislation and Relevant UK Guidance

- **Children Act 1989 and 2004** Ensuring the safety and welfare of children is prioritised throughout the allegations process.
- **Education Act 2002** Referring serious allegations to the Local Authority Designated Officer (LADO) to meet safeguarding obligations.
- **Equality Act 2010** Investigating allegations without discrimination or bias towards staff or pupils based on protected characteristics.
- **UK General Data Protection Regulation (GDPR) and Data Protection Act 2018** Maintaining confidential and secure records of all allegations and investigations.
- **Freedom of Information Act 2000** Sharing investigation outcomes appropriately while respecting confidentiality protocols.
- **The Education (Pupil Information) (England) Regulations 2005** Ensuring information about pupil-related allegations is handled responsibly and lawfully.
- **Keeping Children Safe in Education (KCSIE) 2024**
Example: Reporting allegations within one working day and following the proper safeguarding procedures outlined in KCSIE.
- **Working Together to Safeguard Children (2018)** Referring allegations to external agencies to ensure a multi-agency approach to safeguarding.
- **DfE Best Practice Guidance for Complaints Procedures (2021)** Establishing clear and fair processes for managing complaints and allegations.
- **HM Government Code of Practice on the English Language Requirement for Public Sector Workers (2016)** Ensuring all communication about allegations is clear, professional, and accessible.

Review and Monitoring

This policy will be reviewed annually by the DSL to ensure compliance with legislative updates (e.g., **Working Together to Safeguard Children**) and UK best practices. Staff will be trained on this policy during induction and as part of ongoing professional development. Please also refer to the Safeguarding and Child Protection Policy.

Contact Information

For any concerns or queries regarding this policy or allegations against staff members, please contact:

Mandy Ward
Managing Director- New Way Tuition
Email: mandy@newwaytuition.co.uk
Phone: 07985 686 992