REAL Inspiration
Social Enterprise

Allegations Against Staff Policy

Name of Provision:Real Inspiration

Policy Owner: Natasha Rehman Designated Safeguarding Lead (DSL)

Date Adopted: 30.9.26

Review Date: 30.9.27

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1. Purpose

This policy sets out how Real Inspiration manages allegations or concerns raised about staff, volunteers, or contractors working with children and young people.

The policy ensures that:

- children and young people are protected
- allegations are handled fairly, consistently, and promptly
- statutory safeguarding guidance is followed

This policy aligns with Keeping Children Safe in Education (KCSIE) and local safeguarding partnership procedures.

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2. Scope

This policy applies to:

- all staff (paid or unpaid)
- volunteers
- sessional workers

- contractors
- anyone working on behalf of the provision

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3. Definition of an Allegation

An allegation is where a member of staff or adult working with children has:

- behaved in a way that has harmed, or may have harmed, a child or young person
- possibly committed a criminal offence against or related to a child
- behaved towards a child in a way that indicates they may pose a risk of harm
- behaved in a way that raises concerns about their suitability to work with children

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4. Immediate Actions

- Any concern or allegation must be reported immediately to the DSL or Provision Lead
- If the allegation concerns the DSL, it must be reported directly to the Provision Lead / Director
- If there is an immediate risk of harm, emergency services will be contacted

Staff must not investigate, question the child, or discuss the allegation with others.

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5. Role of the Provision Lead

The Provision Lead will:

- assess the nature of the allegation

- consider whether the allegation meets the threshold for referral
- contact the Local Authority Designated Officer (LADO) where required
- ensure accurate, confidential records are kept

The Provision Lead will follow LADO advice regarding:

- suspension or redeployment
- internal investigation
- referral to police or children's social care

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6. Referral to LADO

The Provision Lead will contact the LADO within one working day if the allegation suggests a member of staff may have:

- harmed a child
- committed a criminal offence
- behaved in a way that poses a risk to children

No further action will be taken without LADO guidance.

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7. Confidentiality

- Information will be shared only on a need-to-know basis
- Records will be stored securely and separately from personnel files
- The identity of the staff member and child will be protected wherever possible

8. Support for Staff

Real Inspiration recognises the stress allegations can cause.

- Staff will be offered appropriate support and guidance
- Suspension is not automatic and will be considered only where necessary to protect children or the integrity of the process

9. Record Keeping

A written record will be kept of:

- the allegation
- actions taken
- decisions made
- outcomes

Records will be retained until the individual reaches normal retirement age or for at least 10 years, whichever is longer, in line with statutory guidance.

10. Outcomes

Possible outcomes include:

- no further action
- further training or supervision
- disciplinary action

- referral to the Disclosure and Barring Service (DBS) where required

A referral to DBS will be made if a person is removed from working with children due to safeguarding concerns.

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11. False or Malicious Allegations

If an allegation is found to be false or malicious:

- the Provision Lead will consider appropriate action
- support will be provided to the staff member
- safeguarding responsibilities towards the child will remain in place

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12. Linked Policies

This policy should be read alongside:

- Safeguarding & Child Protection Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Safer Recruitment Policy

Signed: Natasha Rehman

Name: Natasha Rehman

REAL Inspiration
Social Enterprise

Role: Director 07736317679

Date:30.9.26

REAL Inspiration
Social Enterprise

WHISTLEBLOWING POLICY

For Tutors, Therapists and Support Workers
Real Inspiration
Date: 30.9.26
Review Date: 30.9.27

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1. Policy Statement

Real Inspiration is committed to the highest standards of safeguarding, integrity, and professional conduct.

We recognise that staff working with extremely vulnerable children and young people may be in a position to observe poor practice, unsafe conduct, or safeguarding concerns.

This policy ensures that all tutors, therapists and support workers can raise concerns safely, confidentially, and without fear of retaliation.

The welfare of children and young people is paramount and overrides all other considerations.

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2. Purpose

This policy aims to:

- Encourage staff to report concerns about wrongdoing or unsafe practice
- Provide clear reporting procedures
- Protect individuals who raise concerns in good faith
- Ensure concerns are investigated appropriately
- Promote a culture of transparency and accountability

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3. Scope

This policy applies to:

- Tutors
- Therapists
- Support workers
- Volunteers
- Contractors
- Freelance practitioners

It applies to concerns relating to:

- Safeguarding failures
- Abuse or neglect of a child or young person
- Unsafe therapeutic practice
- Professional misconduct
- Criminal activity
- Breach of confidentiality
- Financial malpractice
- Health and safety risks
- Covering up wrongdoing

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4. Safeguarding Priority

If a concern relates to **immediate risk of harm to a child**, staff must:

- Inform the Designated Safeguarding Lead (DSL) immediately -Natasha Rehman 07736317679
- If the DSL is implicated or unavailable, report directly to:
    - The Local Authority Safeguarding Team
    - The NSPCC Whistleblowing Advice Line (0800 028 0285)
    - Police (if urgent risk)

Safeguarding concerns must never be delayed.

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5. What is Whistleblowing?

Whistleblowing is the act of reporting concerns about:

- Illegal activity
- Unsafe practice
- Professional misconduct
- Risks to children
- Failure to follow safeguarding procedures

It is not the same as a personal grievance about employment conditions (which should follow the grievance policy).

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6. Protection for Whistleblowers

We commit that:

- No one will suffer detriment for raising a concern in good faith.

- Concerns will be treated seriously and confidentially.
- Retaliation or victimisation will be treated as a disciplinary matter.

This policy operates in line with the principles of the Public Interest Disclosure Act 1998.

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7. How to Raise a Concern

Concerns should be raised as soon as possible.

Step 1 – Internal Reporting

Report to one of the following:

- Designated Safeguarding lead

Reports can be made:

- In person
- In writing
- By email
- Via confidential reporting form

Step 2 – External Reporting (If Needed)

If you believe:

- The concern is not being taken seriously
- Senior management is involved

- A child remains at risk

You may contact:

- Local Authority Safeguarding Team
- Ofsted (if applicable to registration status)
- NSPCC Whistleblowing Helpline
- Police

Staff do not need permission to report externally if safeguarding is at risk.

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8. Confidentiality

- Concerns will be handled discreetly.
- Identity will be protected where possible.
- Anonymous reports will be considered, though investigation may be limited.

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9. Malicious Allegations

Concerns raised in good faith will never result in disciplinary action.

However, knowingly false or malicious allegations may result in disciplinary action.

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10. Record Keeping

All whistleblowing concerns will be:

- Logged securely

- Reviewed by senior management
- Investigated appropriately
- Documented with outcomes

Records will be stored in accordance with data protection regulations.

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11. Creating a Safe Culture

We promote:

- Open discussion
- Professional challenge
- Reflective practice
- Supervision and debriefing
- Clear safeguarding boundaries

All staff receive safeguarding training appropriate to their role.

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12. Review

This policy will be reviewed annually or sooner if legislation or safeguarding guidance changes.

Signed

Name: Natasha Rehman
Role: Director
date:30.9.26

REAL Inspiration
Social Enterprise

SAFER RECRUITMENT POLICY

Real inspiration
Date: 30.9.26
Review Date: 30.9.27
Designated Safeguarding Lead (DSL): Natasha Rehman

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1. Policy Statement

Real Inspiration is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, tutors, therapists, support workers and volunteers to share this commitment.

We recognise that extremely vulnerable children require heightened safeguarding vigilance. Safer recruitment practices are a key part of preventing unsuitable individuals from working with children.

This policy is written in line with statutory safeguarding guidance from the Department for Education, including *Keeping Children Safe in Education*, and regulatory expectations of Ofsted where applicable.

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2. Scope

This policy applies to:

- Employees (full-time and part-time)
- Freelance tutors and therapists
- Support workers
- Volunteers
- Contractors working directly with children
- Agency staff

3. Principles of Safer Recruitment

We will:

- Deter unsuitable applicants
- Identify and reject those who pose a risk
- Obtain and verify appropriate checks
- Maintain accurate recruitment records
- Ensure safeguarding is central throughout the process

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4. Recruitment Process

4.1 Job Descriptions & Adverts

All job descriptions will:

- Clearly state safeguarding responsibilities
- Include requirement for enhanced DBS check
- State that references will be sought
- Include safeguarding commitment statement

Adverts will state that safeguarding checks are required.

4.2 Application Process

- Gaps in employment history must be explained.
- Two references are required (including most recent employer).
- References must be obtained prior to appointment wherever possible.

4.3 Interview Process

Interviews will:

- Include safeguarding-focused questions
- Explore motivation for working with vulnerable children
- Test understanding of professional boundaries
- Examine previous safeguarding experience
- Assess attitudes toward child protection

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5. Pre-Employment Checks

No individual will begin regulated activity until the following are completed:

- Enhanced DBS check with Children's Barred List check
- Identity verification (photo ID + proof of address)
- Right to work in the UK
- Qualification verification (where relevant)
- Professional registration verification (if applicable)

- Two satisfactory references
- Employment history check
- Overseas criminal checks (if applicable)

Where DBS clearance is pending, supervised arrangements may be considered following risk assessment.

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6. Single Central Record (SCR)

A Single Central Record will be maintained including:

- DBS number and date
- Identity checks
- Qualification checks
- Reference confirmation
- Barred list check confirmation

The SCR will be kept up to date and reviewed regularly.

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7. Volunteers & Contractors

Volunteers and contractors who have regular contact with children will:

- Undergo appropriate DBS checks
- Receive safeguarding induction
- Work under supervision where required

Short-term visitors without direct contact will be supervised at all times.

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8. Induction

All new staff will receive safeguarding information covering:

- Safeguarding policy
- Whistleblowing policy
- Code of conduct
- Online safety
- Reporting procedures
- DSL contact details

Safeguarding training must be completed before working unsupervised.

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9. Ongoing Suitability

We will:

- Provide regular safeguarding training updates
- Require staff to disclose any changes to criminal record
- Conduct supervision and performance monitoring
- Address conduct concerns promptly

Staff must inform the organisation immediately if:

- They are subject to investigation

- They are charged with an offence
- Their circumstances change affecting suitability

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10. Allegations Against Staff

Allegations will be managed in line with safeguarding procedures and may involve:

- Local Authority Designated Officer (LADO)
- Suspension (where necessary)
- Referral to the Disclosure and Barring Service (DBS)
- Referral to relevant professional bodies

The welfare of the child is paramount.

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11. Record Keeping & Confidentiality

Recruitment records will be:

- Stored securely
- Retained in line with data protection law
- Accessible only to authorised personnel

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12. Monitoring & Review

This policy will be reviewed annually or sooner if statutory guidance changes.

Signed

Name: Natasha Rehman
Role: Director
Date: 30.9.26