**HIGHLY CONFIDENTIAL**

**Summary of Allegation to be placed on Personnel File/kept by the Agency**

**Explanatory statement**

This statement is made in accordance with Part Four of Keeping Children Safe in Education 2015 and Working Together to Safeguard Children, HM Government 2015 and the Sussex Child Protection and Safeguarding Procedures.

There is a requirement to keep a clear and comprehensive summary of allegations, how the allegation was followed up and resolved, and a note of any action taken and decisions reached. This should be kept on an employee’s confidential personnel file, (or in the case of a volunteer, confidentially stored by the agency), and a copy provided to the person concerned.

The purpose of this record is to enable accurate information to be given in response to any future request for a reference. It will provide clarification in cases where a future DBS Disclosure reveals information from the police about an allegation that did not result in prosecution or a conviction. It will also prevent unnecessary re-investigation if, as sometimes happens, allegations resurface after a period of time.

This record should be retained at least until you have reached normal retirement age or for a period of 10 years from the date of the allegation if that is longer.

**For Education Settings**

Please note that there was a change in statutory Guidance for Education settings in July 2011, updated October 2012 regarding allegations management. This has now been replaced by Part 4 of Keeping Children Safe in Education. Only allegations which are deemed to be substantiated should be referred to in any future reference.[[1]](#footnote-1)

**Summary of allegation:**

**How allegation was followed up:** Please provide a brief chronology of events from the point at which the allegation was received including consultations and meetings attended.

**Outcome of investigation:** Please write the outcome category of the allegation i.e. substantiated, unsubstantiated, unfounded, false or malicious (see below for definitions) and clearly state the reasons for this outcome

**Actions taken since investigation and outcome:** Please write what action has been taken regarding the employee e.g. warning given, young person e.g. debriefing and who has had the outcome communicated to them

**What learning has come from the allegation:** Please write what learning has been gained for the **organisation and the employee** such as training to be completed, amendments/changes to policies and procedures.

**If the outcome was substantiated and as a consequence the staff member/volunteer has been dismissed there is a legal duty for the employer to make a referral to the DBS. Please confirm that this has been completed and provide the DBS reference number.**

**Please confirm below who your organisation’s regulatory and professional bodies are, and that you have referred this case to them if appropriate.**

**Employee/Volunteer Comments:** It is essential that the employee/volunteer be able to express their view on the allegations process. If they no longer part of your organisation please take steps to have a meeting with them to discuss this.

**Signed by: Responsible Manager …………………………………….**

**Print Name …………………………………………………………………..**

**Date**

**LADO ……………………….…………………………………………………**

**Print Name ………………………………………………………………….**

**Date**

**Employee …………….……………………………………………………**

**Print Name …………………………………………………………………**

**Date**

**Returning the form securely:** If returning the form by email, please ensure it is sent password protected.**\*Outcomes:**

**Substantiated -** A substantiated allegation is one which is Supported or established by evidence or proof’

**Unsubstantiated -** An unsubstantiated allegation is not the same as a false allegation. It simply means that there is insufficient identifiable evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.

**Unfounded –** There is no evidence or proper basis which supports the allegation being made.It might also indicate that the person making the allegation misinterpreted the incident or was mistaken about what they saw. Alternatively they may not have been aware of all the circumstances.

**False –** There is sufficient evidence to disprove the allegation.

**Malicious –** There is clear evidence to prove there has been a deliberate act to deceive and the allegation is entirely false.

*(Outcomes from the Sussex Child Protection and Safeguarding Procedures)*

**LADO** refers to the local authority officer designated to give advice and monitor allegations against adults working with children.

1. Keeping Children Safe in Education <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418686/Keeping_children_safe_in_education.pdf> [↑](#footnote-ref-1)