



Safeguarding Allegations Policy

1. Introduction

Our organisation is committed to safeguarding the welfare and well-being of all individuals, particularly children and adults at risk. This policy outlines the procedures for handling and responding to safeguarding allegations within the organisation, ensuring that all allegations are taken seriously and addressed promptly and appropriately.

2. Scope

This policy applies to all staff, volunteers, contractors, and individuals affiliated with our organisation who may come into contact with children or adults at risk during the course of their duties.

3. Principles

3.1 Responsiveness: All safeguarding allegations, whether reported internally or externally, will be treated with the utmost seriousness and responded to promptly.

3.2 Confidentiality: Information related to safeguarding allegations will be handled confidentially, on a need-to-know basis, to protect the privacy of all parties involved.

3.3 Support: Individuals making safeguarding allegations will be provided with appropriate support throughout the process.

3.4 Transparency: The organisation will maintain transparency in its response to allegations, as permitted by legal and safeguarding considerations.

4. Reporting Safeguarding Allegations

4.1 Reporting Mechanisms

Individuals who have safeguarding concerns or allegations should report them to the designated safeguarding officer (DSO) or the deputy DSO if they do not feel able to report to the DSO.

In the absence of the DSO, concerns can be reported to the deputy DSO/ safeguarding trustee also.

4.2 External Reporting

If the deputy DSO is unavailable or you also do not feel able to make the report to them then please contact the relevant L.A.D.O. Information for this can be found below:

Leicester City Council LADO based within the Safeguarding Unit:

Tel: 0116 454 2440 Email :Lado-allegations-referrals@leicester.gov.uk

Leicestershire County Council LADO:

Line: 0116 305 4141 Email: CFS-LADO@leics.gov.uk

Rutland County Council:

Tel: 01572 758 407

Details of other local authorities can be found here:

<https://www.gov.uk/find-local-council>

4. 3 If an allegation involves a criminal offence, the police and relevant authorities will be informed in accordance with statutory requirements.

5. Responding to Safeguarding Allegations

5.1 Immediate Actions

Ensure the safety and well-being of the alleged victim(s) by taking appropriate protective measures.

Document the details of the allegation, including date, time, location, individuals involved, and any evidence available, ideally within one hour of disclosure or offence.

5.2 Investigation

The organisation will initiate an internal investigation promptly and impartially.

The investigation will be conducted by qualified personnel or an external agency with expertise in safeguarding matters.

5.3 Support for All Parties

Provide support to the alleged victim, the accused individual, and witnesses as necessary, ensuring they are aware of available support services.

6. Outcomes and Actions

The investigation will determine the credibility of the allegations and whether further action is necessary.

Appropriate action will be taken based on the investigation's findings, which may include disciplinary action, referral to external agencies, or legal proceedings.

7. Review and Learning

Following the resolution of an allegation, a review will be conducted to identify lessons learned and areas for improvement in safeguarding practices.

8. Training

All staff and volunteers will receive training on recognizing and reporting safeguarding concerns and understanding the organisation's safeguarding policies and procedures.

9. Monitoring and Review

This policy will be reviewed annually or as needed to ensure it remains up-to-date and in compliance with relevant legislation and best practices.

10. Contact Information

Provide contact information for the designated safeguarding officer and relevant authorities.

By implementing this Safeguarding Allegations Policy, our organisation is committed to ensuring the safety and well-being of all individuals under our care and responding appropriately to safeguarding concerns and allegations.