POLICY FOR MANAGING ALLEGATIONS AGAINST STAFF & LOW-LEVEL CONCERNS 2025–2026

Organisation: Manchester Top Team Youth Project (MTTYP) – Alternative Provision

Reviewed: 1 September 2025 | **Next Review:** 1 September 2026

Designated Safeguarding Lead (DSL): Daryl-Anne Baguley – 07523 983890

Deputy Designated Safeguarding Lead (DDSL): George Smith – 07728 793456

1. Policy Statement & Scope

MTTYP takes all allegations against staff, sessional tutors, sports coaches, trustees, and volunteers with the utmost seriousness. We are committed to maintaining a culture of openness, trust, and vigilance.

This policy operates in accordance with **Keeping Children Safe in Education (KCSIE 2026)**, Working Together to Safeguard Children, and Local Authority Safeguarding Partnership procedures.

2. Allegations Meeting the Harm Threshold

An allegation or concern must be handled under this section if it is alleged that a person working with children has:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates they may pose a risk of harm if they work with children; or
- Behaved towards a child or children in a way that indicates they may be unsuitable to work with children.

Referral Protocol (Harm Threshold Met):

1. **Immediate Notification:** Anyone receiving an allegation must report it immediately to Case Manager / Lead Director **Daryl-Anne Baguley** (DSL) or **George Smith** (DDSL). If the allegation involves the DSL, it must be reported to the DDSL or Chair of Trustees.
2. **Contacting the LADO:** The Case Manager will contact the **Local Authority Designated Officer (LADO)** within **24 hours** of receiving the allegation. No internal investigation or interview of the staff member/pupil will take place prior to LADO consultation.
3. **Multi-Agency Strategy:** MTTYP will follow the LADO's guidance regarding police involvement, Children's Social Care referrals, suspension considerations, and parent/carer notifications.

4. **Support & Confidentiality:** Every effort will be made to maintain confidentiality during an ongoing investigation in line with statutory guidance.

3. Low-Level Concerns Framework

A **low-level concern** is any concern—no matter how small or seemingly insignificant—that an adult working in or on behalf of MTTYP may have behaved in a way that is inconsistent with the *Staff Code of Conduct*, but does **not** meet the harm threshold set out above.

Examples of Low-Level Concerns:

- Being over-friendly or over-familiar with pupils.
- Using inappropriate or informal language in person or via digital messaging.
- Showing favoritism or giving unapproved personal gifts.
- Taking individual 1:1 sessions in isolated areas without visibility.

Procedure for Low-Level Concerns:

- **Reporting:** Staff must report low-level concerns promptly to the DSL (**Daryl-Anne Baguley**) or DDSL (**George Smith**). Reports can be made verbally or in writing.
- **Logging & Tracking:** Low-level concerns are recorded on a confidential central log separate from general personnel files. The log records the detail of the concern, context, response/action taken, and rationale.
- **Reviewing Patterns:** The DSL/DDSL periodically reviews the low-level concerns log to spot patterns or cumulative behaviors that may indicate a re-categorization to a LADO referral.
- **Outcome:** Actions may include informal coaching, refresher policy training, formal management guidance, or escalation to HR disciplinary procedures.

4. Malicious or False Allegations

If an allegation is shown to be deliberately malicious or invented, MTTYP will work with the commissioning school and parents/carers to consider restorative or disciplinary interventions for the individual who made it. Staff subjected to false allegations will be provided with full debriefing and wellbeing support.

5. Record Keeping & Retention

Records of allegations that are found to be malicious will be removed from personnel files. All other allegations and low-level concerns will be retained in line with statutory retention schedules and UK GDPR principles