



Procedure on receipt of  
**Historical  
Allegation of  
Abuse  
2021-2022**

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**MORE  
HOUSE  
SCHOOL**

KNIGHTSBRIDGE

# List of related policies

- Section C1 - Safeguarding - No. 1 Safeguarding and Child Protection Policy
- Section C1 - Safeguarding - No. 2 Code of Conduct

1. Inform the school's DSL or deputy DSL.
2. DSL informs the Head and carries out some immediate checks in order to answer the following questions: When was the pupil at the school? When was the accused staff member at the school? Are there any pupils or staff files relating to those involved? On the basis of these checks is the allegation at least capable of being true and does it involve individuals whom the records indicate actually attended the school?
3. Assuming the answer to the final question in 2 above is 'yes', the DSL will then address the following questions: What has happened to the accused staff member? Is he/she still working at or involved with the school (or any other setting with access to children)? If the answer to this question is yes, then it is possible that a child is at risk of significant harm and the allegation will be reported to the LADO (or to the LADO responsible for the area where the staff member now works) immediately and no later than 24 hours of receipt of the initial allegation.
4. Where the accused no longer works at the school or is involved with children (or where the school simply does not know what the current position is) and where we cannot therefore identify any child at risk of significant harm, we will nevertheless report the allegation to the LADO. The LADO has access to other agencies whose records may show whether the accused has come to their attention before and whether he/she is recorded as working with children or vulnerable adults elsewhere. The LADO is also able to report allegations directly to the relevant police department. When a crime has been alleged the LADO will be asked to report it to the police. It is possible that the LADO may suggest that the DSL report the matter to the police directly, in which case the DSL will ask for the relevant police contact details and report the matter accordingly. <sup>1</sup>
5. In some cases, records will indicate that the accused is dead, and by definition, no children can be at continuing risk of significant harm from him/her. Nevertheless, on the basis that a crime has been reported the school will still report the allegation to the LADO and ask that it be passed on to the relevant officer in the police. If the LADO is not going to report the matter to the police itself, then the DSL will request relevant contact details and do so themselves.
6. Unless asked not to do so by the LADO/police, the school will undertake some due diligence at this point. From a review of files held, the school will aim to identify (a) whether the appropriate employment checks were carried out on the accused staff member; (b) whether the school was made aware of any allegations about inappropriate conduct during his/her employment; (c) how and when the employment came to an end; (d) if the school was aware of any allegations of misconduct, whether

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<sup>1</sup> The Department for Education have said that all non-historic allegations should be referred to a LADO in the normal way, preferably to the LADO where the staff member concerned currently works, but if made to the LADO where he/she formerly worked it would be passed on. The Department advise that where an allegation has been made against a staff member who is now not working, or it is not known whether they are working or not, a report should go to the police. The school still thinks it is prudent to involve the LADO in that process (either so that it reports the allegation itself or so that it has been provided with the best contact details within the police to whom to report it). But it is possible that some LADOs may not wish to be involved and may therefore ask that the school handles the matter with the police directly.

proper referrals were made to the relevant agencies at that time; and (e) what records exist of any references given by the school to future employers. All such information will be shared with the LADO or the police where either is carrying out an investigation.

7. The following points will also be considered by the school.
  - To consult with the school's insurer before taking any further steps
  - What the governance structure was at the time of the alleged incident
  - Making a serious incident report to the Charity Commission
  - Seek legal and/or PR advice in order to establish (a) what the next steps should be and (b) whether any legal or PR concerns arise as a result of the handling of the matter in question.
8. Communication with the alleged victim will be handled diligently and where there is an insurer in consultation with it. He/she will be encouraged to report the allegation to the police and informed that the police have the statutory powers necessary to carry out any investigation. The school will also confirm that it has referred the matter to the local authority with the request that it report any alleged crimes to the police. The victim will be informed that, in practice, however, the police will normally look for the alleged victim's agreement and co-operation before carrying out any investigation.
9. The school recognises that, whenever the police or other statutory authorities are handling or investigating an allegation of abuse, it will not be appropriate for the school to carry out its own investigation for fear of inadvertently prejudicing any such investigation. Unless the police or social services ask the school to do so, it will refrain from any internal investigation.
10. Whilst the above points assume that the accused was a member of the school's staff, it may equally be a former governor, pupil, parent or visitor to the school. Whichever it is, the guidelines above will generally be applied and advice sought on individual cases where there is any uncertainty.