



(Managing low-level concerns in relation to staff conduct)

- 1 Introduction
- 2 Purpose
- 3 Data Protection
- 4 Staff Reporting a Concern
Staff who wish to remain anonymous
- 5 Timescales
- 6 Initial considerations

- 1.1 Aspire North East Academy Trust is committed to creating and embedding a culture of openness, trust and transparency to ensure concerns about adults can be shared responsibly, with the right person, and recorded and dealt with appropriately. It is extremely important that any allegations made, or concerns raised in relation to teachers, any other member of staff, (including supply staff, volunteers and contractors)

- 4.9 It is recognised that staff who are concerned about the conduct of a colleague towards a child are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation. All staff must remember that the welfare of children is paramount and must report their concerns immediately. Support to those who are anxious about sharing information should be considered where appropriate, including offering assurance that any detrimental behaviour because of information being disclosed will not be tolerated.
- 4.10 In some circumstances it may be necessary to consider a concern against an individual not directly

Obtain written details (signed and dated by the person raising the concern)

Record any information about times, dates and location of incident/s and names of any potential witnesses; and

Record discussions about the child and/or member of staff, any decisions made, and the reasons for those decisions.

9.2 Once this information is available it should be shared with the headteacher who should consider if it is

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- 10.3 Records will be reviewed so that potential patterns of concerning, problematic or inappropriate conduct can be identified. Where a pattern of such conduct is identified, the school will decide on a course of action, either through its disciplinary procedures or where a pattern of behaviour moves from a concern to meeting the harm threshold, in which case it will be referred to the LADO and further advice will be taken.
- 10.4 The record will be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation/concern if that is longer, at which point the record will be securely destroyed.

Managing low level concerns about staff conduct

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| 1a. Concern shared with: | 1b. If the concern is about the HT, |
| 2. HT decision | 6a. Internal management |
| 3. School Action | |

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