



Love, Learn, Aspire

'Let all that you do be done in love.' 1 Corinthians 16:14

Preston Primary (VC) School

Managing Allegations About Staff, School Safeguarding Policies & Practice



Approved by: Full Governing Board
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Date: February 2026

Approval

Approved by: Full Governing Body	
Chair of Governors Name	Gillan Ide Oliver Clarke
Signature	<i>Gillan Ide</i> <i>Oliver Clarke</i>
Headteacher's Name	Inneke Luitingh
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Version

Version	Author	Notes
V1.0	I Luitingh	Changes to Formatting
V1.1	M Taylor	Removal of Jo Wilde and added Oliver Clarke as Co-Chair of Governors

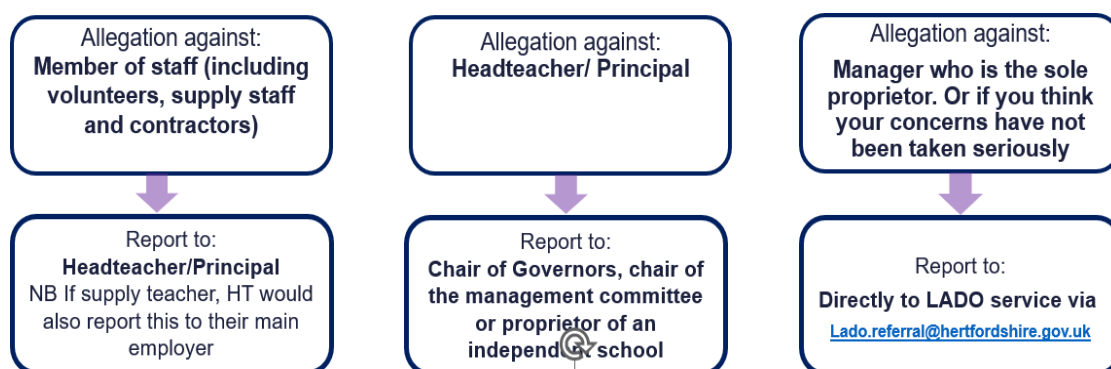


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1. Concerns that DO meet the harm threshold and require a referral to the Local Authority Designated Officer (LADO)

- 1.1 Preston Primary VC School are required to comply with the procedures set out in Hertfordshire Safeguarding Partnership procedures manual section 5.1.5. 5.1.5 Managing Allegations Against Adults Who Work With Children and Young People (proceduresonline.com) when there are concerns or allegations about staff.
- 1.2 The procedures apply whenever there are suspicions or allegations that a person who works with children in a paid or unpaid capacity (including but not limited to permanent, temporary or agency staff member, contract worker, consultant, volunteer) has in any activity connected with their role:
- Behaved in a way that has, or may have harmed a child; (Harm Threshold)
 - Possibly committed a criminal offence against / related to a child; (Criminal Threshold) • Behaved toward a child in a way that indicates he or she would pose a risk of harm; (Suitability Threshold) *
 - Behaved or may have behaved in a way that indicates they may not be suitable to work with children. (Transferable Risk Threshold)*
- 1.3 Or
- It is discovered that an individual known to have been involved previously in child abuse, is or has been working with children. *
 - These categories can include behaviour that may have happened outside of an organisation that might make an individual unsuitable to work with children.
- 1.4 All staff and volunteers at Preston Primary VC School know that if they have concerns about a colleague/ member of staff, (including a supply teacher, volunteer or contractor), or an allegation is made about a member of staff (including a supply teacher, volunteer or contractor) posing a risk of harm to children, they should report it urgently as below. This includes individuals or organisations who have used school premises for running an activity for children, whether or not those children attend our setting.



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- 1.5 Upon receipt of the information, the Headteacher/Chair of Governors will review whether the allegation/concern meets the LADO threshold giving consideration to our staff code of conduct, managing allegations policy and [5.1.5 HSCP procedures](#). If necessary, they will complete a LADO referral within one working day.
- 1.6 If after reviewing the guidance and procedures, the Headteacher/Chair of Governors considers that the matter does not meet the LADO threshold they may consider that it can be dealt with in line with the school's complaints or Low Level Concerns policy.

2. Concerns that DO NOT meet the harm threshold - Low-Level Concerns (LLC)

- 2.1 As outlined in [Part Four of Keeping Children Safe in Education](#) the term 'low-level' concern is any concern, no matter how small, that an adult working in or on behalf of the school may have acted in a way that:
- Is inconsistent with the staff code of conduct, including inappropriate conduct outside of work, and
 - Does not meet the LADO threshold or is otherwise not considered serious enough to consider a LADO referral.
- 2.2 Examples of such behaviour could include, but are not limited to:
- Being overly friendly with children
 - Having favourites
 - Taking photographs of children on their mobile phone
 - Engaging with a child on a one-to-one basis in a secluded area or behind a closed door
 - Humiliating pupils.
- 2.3 At Preston Primary VC School we have clear codes of conduct and processes in place to deal with any concerns or allegations which do not meet the LADO threshold. Such concerns may arise from suspicion, complaint, safeguarding concerns or allegation from another member of staff, disclosure made by a child, parent or another outside of the school or pre-employment vetting checks.

3. Keeping children safe during community activities, after-school clubs and tuition

- 3.1 As a provider Preston Primary VC School have a legal duty of care to try to ensure our environment is safe for children who visit in addition to those who already attend our setting.

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- 3.2 We may receive an allegation or concern relating to an incident that happened when an individual or organisation were using our school premises for the purposes of running activities for children (for example community groups, sports associations, or service providers that run extra-curricular activities). As with any safeguarding allegation, Preston Primary VC School will follow our safeguarding policies and procedures, including informing the LADO where appropriate.
- 3.3 The governing body will ensure any organisation that hires the school premises is compliant with guidance set out in [Keeping children safe during community activities, after-school clubs and tuition: non-statutory guidance for providers running out-of-school settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/keeping-children-safe-during-community-activities-after-school-clubs-and-tuition). They will therefore seek assurance that the provider concerned has the appropriate safeguarding and child protection policies and procedures in place (including inspecting these as needed) and will ensure that there are arrangements in place for the provider to liaise with the school on these matters where appropriate. This applies regardless of whether or not the children who attend any of these activities are children on the school roll or not.

4. Other complaints

- 4.1 If any of our stakeholders are not satisfied with any aspects of how we manage and operate within our policy and procedures and also how we exercise our duty of care for children, please follow our school Complaints Procedures that you can find on our school website.

5. Whistleblowing

- 5.1 At Preston Primary VC School we strive to create a culture of openness, trust and transparency to encourage all staff to confidentially share any concerns they have about poor or unsafe practice, concerns or allegations against staff or the school's safeguarding practice and arrangements so they can be addressed appropriately.
- 5.2 The school has a separate whistleblowing policy that covers concerns regarding the way the school safeguards pupils, including poor or unsafe practice, or potential failures. This can be found on the school website.
- 5.3 Whistleblowing directly to Children's Social Care on 0300 123 4043 and/or the Police 999 or to the NSPCC Whistleblowing Helpline 0800 028 0285 help@nspcc.org.uk