



Managing allegations against staff and volunteers

Any allegation or concern that a Triple A employee or volunteer has behaved in a way that has harmed or may have harmed a child must be taken seriously and dealt with sensitively and promptly, regardless of where the alleged incident took place.

Depending on the situation, an appropriate response may involve:

- The police investigating a possible criminal offence
- Children's services making enquires and/or assessing whether a child is in need of support
- Triple A following the relevant disciplinary procedures with individuals concerned.

If there is any suggestion that a child is in danger the police should be called immediately

If an allegation is made that a Triple A staff member or volunteer has

- Behaved in a way that has harmed, or may have harmed a child
- Possibly committed a criminal offence
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- Behaved in a way that indicates they may not be suitable to work with children

You must report this immediately to the relevant agencies which may include the Police and children's services.

Consider how best to support the children involved, their parents or guardians and also the individual who has had the allegation made against them. This includes:

- Telling the parents or guardians and the employee/volunteer concerned about the allegation as soon as possible (as long as this does not place any children at further risk or interfere with any police investigation)
- Telling them how you are going to manage the allegation
- Keeping everyone informed about the progress and outcomes of the case

Records must be kept of all allegations made, details of how they have been followed up and investigated and decisions made about the allegation and actions taken.