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#### Children, Schools and Families

#### Summary of Child Protection Allegation / Concern

**to be placed on personnel file / kept by the agency**

**NAME OF SUBJECT OF ALLEGATION**       **DATE**

**Explanatory statement**

This statement is made in accordance with ‘Working Together to Safeguard Children’ HM Government 2018 and Keeping Children Safe in Education 2021. This applies to all adults who work in the children’s workforce whether in a paid or voluntary position, including those who work with children and young people on a temporary, supply or locum basis.

There is a requirement to keep a clear and comprehensive summary of allegations, how the allegation was followed up and resolved, and a note of any action taken and decisions reached. This should be kept on an employee’s confidential personnel file, (or in the case of a volunteer, confidentially stored by the agency), and a copy provided to the person concerned.

The purpose of this record is to enable accurate information to be given in response to any future request for a reference. For those working in education settings - cases where an allegation was proven to be unsubstantiated, unfounded, malicious or false should not be included in employer references. A history of repeated concerns or allegations which have all been found to be unsubstantiated, malicious, unfounded or false should also not be included in any reference. This does not apply to the rest of the children’s workforce.

It will provide clarification in cases where a future DBS Disclosure reveals information from the police about an allegation that did not result in prosecution or a conviction. It will also prevent unnecessary re-investigation if, as sometimes happens, allegations resurface after a period of time.

This record should be retained at least until you have reached retirement age or for a period of 10 years from the date of the allegation if that is longer.

|  |  |
| --- | --- |
| **1** | **Summary of allegation:** |
|  |  |
| **2** | **How allegation was followed up:** |
|  |  |
| **3** | **Outcome of investigation** (please ensure you include the actual LADO outcome of the allegation following your investigation outcome. This would need to be one of the following: |
|  | **Substantiated:** there is sufficient evidence to prove the allegation. **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive or cause harm to the person subject of the allegation. **False:** there is sufficient evidence to disprove the allegation. **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence. **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made |
| **4** | **Action taken and decisions reached:** |
|  |  |
| **5** | **Settings (Education, church, home):** |
|  | Please note that there was a change in statutory Guidance for Education settings in July 2011, regarding allegations management. This has now been replaced by Part 4 of Keeping Children Safe in Education. Only allegations which are deemed to be substantiated should be referred to in any future reference\* |
| **6** | **What learning has come from the allegation:** |
|  | Please write what learning has been gained for the **organisation and the employee** such as training to be completed, amendments/changes to policies and procedures\* |
|  | **Employee Comments:** |
|  |  |

**Signed by:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Responsible Manager** | | |  | **Date** |  |
| **Name** | | |  |  |  |
|  |  |
|  |  |
| **Employee** | | |  | **Date** |  |
| **Name** | | |  |  |  |