MANAGING ALLEGATIONS OF A SAFEGUARDING NATURE MADE AGAINST STAFF:

PRESTON

DSL and Head of HR Responsibilities - Flowchart

RECEIPT OF COMPLAINT

REGISTERING THE COMPLAINT

Staff/Student Disclosure made

Report to LDSL, **DSL** or Deputy Safeguarding officer

Student Disclosure under College Complaints Procedure

College Complaints Officer who then informs the DSL

Information provided by Police or LADO

LDSL and HR

Third Party Disclosure

Referred to College Complaints procedure/DSL

SAFEGUARDING HARM TEST REFERRAL

Harm test to be applied

If the allegation concerns a Preston College learner, the harm test must be followed by the DSL if a member of staff has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children;
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Safeguarding Harm Test Applied (apply as soon as practicable)

Joint case conference

DSL or a deputy/LDSL, Head of HR to attend a case conference

CONCERNS THAT DO NOT MEET THE HARM THRESHOLD

Record the decision and justification for it

case manager and investigate under the Disciplinary procedure

CONCERNS THAT MEET THE **HARM THRESHOLD**

Report to LADO

DSL and Head of HR to receive LADO advice

Joint case conference DSL or a deputy/LDSL, Head of HR to attend a case conference

Head of HR to facilitate the consideration of suspension

Head of HR to appoint a case manager and investigate under the disciplinary procedure

Head of HR/DSL to inform LADO of outcome of investigation

Head of HR to make a referral to DBS if required

