



MANAGING ALLEGATIONS AND LOW LEVEL CONCERNS POLICY

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1. Trust Policy Statement

Bradford Diocesan Academies Trust (BDAT) considers the safeguarding of pupils in all of our schools as the highest priority in our organisation. The Trust is committed to ensuring that everyone working in our schools understands their safeguarding responsibilities.

This Trust-wide policy applies to all staff, including the Board of Trustees, Governors and Central Staff, paid staff, volunteers and sessional workers, agency staff, students, anyone working for and on behalf of the Bradford Diocesan Academies Trust, or anyone using our premises to run an out-of-school setting with children.

As part of our focus on diversity and inclusion, BDAT pledges that our policies will seek to promote equality, fairness, and respect for all staff and pupils. Our policies reflect the BDAT values of inclusion, compassion, aspiration, resilience, and excellence. By working closely with a range of stakeholders, such as our school, union, and HR colleagues, we have ensured that BDAT's policies do not unlawfully discriminate against anybody.

This policy has been implemented following consultation with the recognised trade unions and will be reviewed on an annual basis to reflect changes in local and national guidance.

For the purpose of this policy, the term Trust refers to BDAT. The term school and the term academy are interchangeable. The term pupil and the term student are interchangeable.

2. Introduction

The day-to-day care and support of our pupils is of paramount importance in each of our schools throughout BDAT. We recognise that teachers and support staff play a key role in influencing and shaping pupils' lives; academically, socially and morally.

We take allegations of any kind against an adult working within BDAT very seriously, and this policy outlines the steps that will be taken when such allegations arise.

This policy applies to all staff both in our schools and within the BDAT Central Team. It also applies to volunteers, third-party/agency staff, contractors and adults using BDAT premises through letting agreements to run out-of-school settings for activities with children.

This policy pays due regard to, and should be read alongside, the following statutory and non-statutory guidance and other BDAT policies:

- [Keeping Children Safe in Education 2024](#)
- [Working Together to Safeguard Children 2023](#)
- [Children Act 1989](#)
- [Children Act 2004](#)
- [Education Act 2002](#)
- [Children and Social Work Act 2017](#)
- [Teachers' Standards - Updated December 2021](#)
- [Guidance for Safer Working Practice in Education Settings - February 2022](#)

- [West Yorkshire Consortium Inter-Agency Safeguarding and Child Protection Procedures](#)
- [BDAT Safeguarding and Child Protection Policy](#)
- [BDAT Whistleblowing Policy](#)
- [BDAT Disciplinary Policy](#)
- [BDAT Managing Investigations Procedures](#)
- [BDAT Suspension Procedure Guidance](#)
- School Level Staff Code of Conduct

3. Background

BDAT takes allegations against members of staff very seriously and acknowledges that if concerns are not addressed as early as possible, they can create unsafe working environments and leave staff and children increasingly vulnerable.

Concerns about colleagues in the context of pupil welfare and safeguarding may arise in a number of ways, for example (but not limited to):

- poor attitude or practice that potentially impacts on the general well-being of children and that needs addressing;
- aspects of poor practice witnessed by others;
- staff speaking against the ethos of the academy;
- non-compliance with trust's policies and procedures relating to safeguarding.

More specifically, allegations may be made against an adult working within the Trust by a child or colleague in relation to abuse. All of the above will be seen as reportable matters, and discussions must take place without delay with the Headteacher of the setting in which the adult works.

[Keeping Children Safe In Education \(KCSIE\) 2024](#) describes two types of allegation/concern within Part 4, the section of the guidance that specifically relates to this topic. These are allegations that meet the harm threshold for a referral to the Local Authority Designated Officer (LADO) and those which do not meet this threshold – referred to within this policy as 'low level concerns'.

Both allegations that meet the harm threshold for a referral to the LADO and low level concerns, will be reported by staff to the Headteacher in their school and a written record will be made detailing the nature of the allegation/concern, the actions taken and the reasons for decision-making.

The purpose of this policy is to provide details of these procedures and affirm that any allegations will be dealt with robustly, without prejudice and with the cooperation of external agencies where appropriate and necessary.

Any allegation of abuse will be dealt with as quickly as possible, in a fair, consistent and thorough way that provides effective protection for the child and at the same time deals fairly with the person who is the subject of the allegation.

4. Concerns or Allegations that May Meet the Harm Threshold

This section of the policy provides information about managing allegations that may indicate a person would pose a risk of harm if they were to continue working in their present position, or in any capacity with children within a school.

It will be used in respect of all cases where it is alleged that an employee or volunteer, or a person with permission to be on the premises or carrying out any activity on behalf of the Trust or one of our schools 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 they may pose a risk of harm to children; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children (including behaviour that may have happened outside of school or college).

This will include allegations involving any type of abuse or neglect, including inappropriate relationships with pupils, grooming behaviour of any kind, possession of indecent photographs or images of children and other offences under the Sexual Offences Act 2003.

4.1 Reporting a Concern or Allegation

Everyone who comes into contact with children and their families has a role to play in safeguarding children. Staff/volunteers should share, without delay, any allegations/concerns that may meet the harm threshold with the Headteacher. If the concern is about the Headteacher, staff/volunteers should report the concern to the Chair of their school's LGB.

In the case of allegations/concerns relating to a member of the BDAT Central Team, they should be directed to the Chief Executive Officer (CEO). If the concerns are relating to the CEO, they should be reported to the Chair of the Trust Board. If the concerns are relating to the Chair of the Trust Board, they should be reported directly to the Bradford LADO.

It is important to note, however, that anyone can contact the LADO if they need to do so for advice or support, especially if their concerns relate to the conduct of management with children and young people or holistic organisational practice.

All concerns will be listened to and managed appropriately in the strictest confidence. Staff should make a signed and dated comprehensive written record of their concerns, observations or the information they have received and give it to the Headteacher (or relevant person) straight away.

Staff must not:

- Attempt to deal with the situation themselves
- Make assumptions, offer alternative explanations or diminish or embellish the seriousness of the behaviour or alleged incidents
- Keep the information to themselves or promise confidentiality

- Take any action that might undermine any investigation or disciplinary procedure, such as disclosing confidential information¹, interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or parents/carers.

Allegations of historical abuse should be responded to in the same way as contemporary concerns. In such cases, it is important to find out whether the person against whom the allegation is made is still working with children and if so, to inform the person's current employer or voluntary organisation or refer their family for assessment.

4.2 Initial Response

There are two immediate priorities to consider when there is a concern or allegation that may meet the harm threshold:

1. **The welfare of the child is paramount.** The Designated Safeguarding Lead (DSL) must ensure that all appropriate support is in place to safeguard the child including provision of medical treatment as necessary. This will involve a referral to Children's Social Care and, where appropriate, the Police in line with [KCSIE](#) and the [BDAT Safeguarding and Child Protection Policy](#) in cases of suspected abuse.
2. **Investigating and supporting the person subject to the allegation.** The Headteacher (unless the allegation is about them) should notify the Local Authority Designated Officer (LADO)² immediately where there are allegations that may meet the harm threshold. They should discuss the nature, content and context of the allegation and agree a course of action.

Before contacting the LADO, the schools should conduct basic enquiries in line with local procedures to establish the facts to help them determine whether there is any foundation to the allegation, being careful not to jeopardise any future police investigation.³

In addition, school must inform the Trust within 24 hours that there has been allegation that may meet the harm threshold and that a referral to the LADO has been made. One of the CEO, Directors of Education, Director of Corporate Affairs or the Head of Safeguarding are appropriate staff members to contact.

Support, advice and guidance is also available to schools through BDAT's Human Resources partners, Fusion HR.

When to inform the individual of the allegation should be considered carefully on a case-by-case basis, with guidance from the LADO and, if appropriate, Children's Social Care and the Police.

Parents or carers of a child involved should be informed about the allegation as soon as possible although this should not take place without agreement from the LADO, Police and Children's Social Care. Parents should be made aware of the requirement to maintain confidentiality in line with the Education Act. If the child involved is looked after, their social worker should be informed.

¹ The Education Act 2011 amended the Education Act 2002 to introduce reporting restrictions. These provisions made it an offence (except in the limited circumstance expressly permitted by the legislation) for any person to publish any material that may lead to the identification of a teacher in an Academy who has been accused by, or on behalf of, a child from the same Academy (where that identification would identify the teacher as the subject of the allegation).

² The role of 'Designated Officer' is a statutory role. The LADO gives advice, support, and consultation on all matters relating to allegations against people in a professional and volunteer role involving children, young people, and vulnerable adults.

³ KCSIE 2024 P369-370

Where an initial discussion leads to no further action, school and LADO should:

- record the decision and justification for it and,
- agree on what information should be put in writing to the individual concerned and by whom,
- consider whether the concern or allegation should be addressed using Section 5 of this policy.

4.3 Duties and Responsibilities of the Case Manager

Where it is agreed with LADO following an initial discussion that the harm threshold may have been met, a 'Case Manager' should be designated. This should be a member of the school's senior leadership team. Depending on the position of the staff member against whom the allegation has been made, alternatives could include a senior leader from another BDAT school or a member of the BDAT Executive or Extended Executive Team.

It is not the LADO's role to investigate, however, they should advise whether it is appropriate for school to investigate or whether the Police/Children's Social Care should lead any investigation (usually in more complex cases). See Section 4.5 for more details.

The Case Manager will be responsible for:

- maintaining contact with the LADO about the allegation and subsequent investigation
- keeping confidential records of the allegation and ongoing investigations including any decisions made and the rationale behind them
- informing all parties as to the progress of the case through regular review
- discussing options for the person whom the allegation has been made against with Human Resources
- attending any necessary allegations management strategy meeting with the LADO, Police and Children's Social Care

BDAT recognises that in the event of an allegation being made against a supply teacher, whilst we are not the employer, our schools will ensure the allegation is dealt with properly by taking lead responsibility for securing the information required for a LADO referral. Under no circumstances will our schools cease to use a supply teacher due to safeguarding concerns, without finding out the facts and liaising with the LADO to determine a suitable outcome.

The supply agency concerned will be invited to take a full part in the investigation process we and will discuss with the agency whether it is appropriate to suspend the supply teacher, or redeploy them, whilst an investigation is carried out.

4.4 Considering Suspension

Suspension should not be an automatic response when an allegation is reported. All options to avoid suspension should be considered prior to taking that step although it is important to note that a decision to suspend can be taken at any point in the investigation.

Suspension is a neutral act that can protect the interests of both parties and is not a presumption of guilt.

The possible risk of harm to children posed by an accused person should be evaluated and managed in respect of the child(ren) involved in the allegations. Case managers should always seek advice from the BDAT Human Resources partners, Fusion HR, in these circumstances.

Based on that assessment of risk, the following alternatives should be considered by the case manager before suspending the adult against whom the allegation has been made:

- redeployment within school so that the individual does not have direct contact with the child(ren) concerned;
- providing another adult to be present when the individual has contact with children;
- redeployment to alternative work within school so the individual does not have unsupervised access to children;
- moving the child(ren) to classes where they will not come into contact with the adult but only if it is in their best interests and takes account of their views. If this action is taken parents should be consulted and it should be made clear that this is not a punishment; or
- temporarily redeploying the adult to another role in a different location, for example, an alternative school or work within the Trust.

Where suspension is considered necessary, the rationale and justification should be recorded in writing, including what alternatives to suspension have been considered and why they were rejected. This record should also include details of any advice provided by the LADO.

Where it has been deemed appropriate to suspend a member of staff, written confirmation will be sent within one working day explaining the reasons for the suspension.

Care will be taken where someone is suspended to ensure they are kept informed of both the progress of their case and current work-related issues. BDAT will not prevent social contact with colleagues and friends unless such contact is likely to be prejudicial to the gathering and presentation of evidence.

In line with our legal duty, a referral to the DBS will be made for any staff member for whom it is decided that they should be suspended or removed from regulated activity due to an allegation that meets the harm threshold. If at the conclusion of the case, the matter is found to be unsubstantiated, false, malicious or unfounded, the DBS will be updated with the outcome.

4.5 Investigation Stage

There are three types of investigation:

By Children's Social Care and the Police

If the LADO feels that the matter needs a formal investigation external to the school or BDAT, this will take the form of a strategy meeting involving multi-agency discussions and a clearly formulated plan.

A member of the BDAT Executive Team, the Head of Safeguarding or a representative from our partners at Fusion HR should attend all such meetings in support of the Case Manager.

School will then support the multi-agency investigative process by maintaining contact with the LADO to update them on the progress and outcome of any action taken.

If appropriate, an agreement will be reached with the LADO, the Police and/or Children's Social Services along with Human Resources as to how information is shared and maintained with the adult concerned throughout the investigative process.

The case manager will record all agreed actions and the strategies used, including the rationale behind them, throughout the investigation process.

By the Police under the Police and Criminal Evidence Act

The Police should inform the LADO and the employer immediately when:

- a criminal investigation and any subsequent trial is complete,
- it is decided to close an investigation without charge, or
- it is decided not to continue with prosecution after the person has been charged.

Where the Police are involved, staff should ask them to obtain consent from the individuals involved to share their statements and evidence for use in the employer's disciplinary process.

Where possible, this should be done as their investigation proceeds and will enable the police to share relevant information without delaying the conclusion of their investigation or any court case. Where this is not possible, a Police investigation will take precedence over any disciplinary procedures.

By School in Line with BDAT Staff Disciplinary Procedures

Sometimes the LADO will ask school to undertake an investigation. Where further enquiries are required to enable a decision about how to proceed, the LADO and Case Manager should discuss how and by whom the investigation will be undertaken.

In straightforward cases, the investigation will typically be undertaken by a senior member of the school's staff.

The Case Manager should monitor the progress of cases to ensure that they are dealt with as quickly as possible in a thorough and fair process. Reviews should be conducted at fortnightly or monthly intervals, depending on the complexity of the case.

If an allegation is made against an adult working within BDAT, the quick resolution of that allegation should be a clear priority to the benefit of all concerned. All unnecessary delays should be eradicated at any stage of the investigation.

The discussions with the LADO will help the Case Manager know the best options to deal with the allegations. If the matter is to be dealt with internally the Headteacher will, with the necessary support from Human Resources, make very clear plans for managing the allegations, the impact on others and the preventative steps needed to avoid such a situation occurring again.

Investigations will be conducted in line with relevant BDAT policies outlined in Section 2. If the person against whom the allegation has been made resigns, or ceases to provide their services, this will not prevent the allegation being followed up.

4.6 Outcomes

Ultimately, the options open depend upon the nature and circumstances of the allegations and the evidence and information available following the investigation. This will range from taking no further action to dismissal or deciding not to use the person's services in the future.

The definitions that will be used by when determining the outcome of an allegation are set out below as per KCSIE 2024:

- **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; or,
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made.

The outcome will be decided by the chair of the disciplinary hearing in cases that reach a hearing stage. In all other cases, it will be agreed by the Headteacher and BDAT Executive Team, with advice from our partners at Fusion HR, in a recorded meeting.

If the allegation is substantiated and:

- the person is dismissed; resigns, or otherwise ceases to provide their services; or
- the employer ceases to use the person's services.

School will make a referral to the DBS for consideration of whether inclusion on the barred lists is required; and in the case of a member of teaching staff, refer the matter to the Teaching Regulation Agency (TRA) to consider prohibiting the individual from teaching.

When it is decided on the conclusion of a case that a person who has been suspended can return to work, the Case Manager, with the support of our Human Resources partners, will consider how best to facilitate it.

The Case Manager will also consider how the person's contact with the child(ren) who made the allegation can best be managed if they are still at the school.

Where a school considers pupils have made malicious allegations, they are likely to have breached academy behaviour policies. Leaders will therefore consider whether to apply an appropriate sanction which could include fixed-term suspension or permanent exclusion.

Any allegations made by staff that are considered to be malicious may be deemed a breach of their school's Staff Code of Conduct and could lead to disciplinary action being taken against the member of staff or termination of their services.

5. Concerns or Allegations that Do Not Meet the Harm Threshold

As part of the BDAT approach to safeguarding, we promote an open and transparent culture to identify concerning, problematic or inappropriate behaviour early, thereby minimising the risk of abuse and harm to children. These types of concerns are known as low level concerns.

The purpose of this section of the policy is to ensure that all staff are clear about what appropriate behaviour is and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour in themselves and others. It aims to:

- empower staff to share any low-level safeguarding concerns with the Headteacher;
- address unprofessional behaviour and support the individual to correct it at an early stage;
- provide responsive, sensitive and proportionate handling of such concerns when they are raised; and,
- help identify any weakness in our safeguarding systems.

5.1 Understanding Low Level Concerns

Creating and embedding a culture of openness, trust and transparency will help to ensure that adults working in or on behalf of our schools, or using the school premises as an out-of-school setting, are clear about professional boundaries and act within these boundaries, and in accordance with the ethos and values of the school and Trust.

The term 'low level' does not mean that the concern is insignificant; it means that the behaviour does not meet the harm threshold outlined in section 4 of this policy.

Lower-level concerns that do not meet the harms test could include, but are not limited to:

- being over friendly with children
- having favourites
- taking photographs of children on their mobile phone in contravention to policy
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- humiliating pupils
- acting in a way that is inconsistent with the staff code of conduct, including inappropriate conduct outside of work

Concerning behaviour can exist across a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

Ensuring they are dealt with effectively throughout BDAT should also protect those working in or on behalf of the Trust from potential false allegations or misunderstandings.

We have incorporated guidance to staff on lower level concerns through our safeguarding training, within our Safeguarding and Child Protection Policy and by signposting to [Guidance for Safer Working Practice in Education Settings - February 2022](#).

5.2 Reporting a Low Level Concern

Low-level concerns about a member of staff should be reported, without delay, to the Headteacher in that school.

Where the Headteacher receives a referral, they should create a record and track concerns locally to establish any patterns. All concerns, discussions, decisions made and the reasons for those decisions must be recorded.

It would not be unusual for people to know and believe that practice is not acceptable but feel unable to respond because of the fear:

- they might not be right to have the concerns that they do
- for their own job and prospects if they report another colleague
- of isolation by other staff
- about what might happen to the member of staff in the long term

It is particularly difficult if staff members are also close friends and/or partners in a relationship. The reasons why staff may not wish to report their colleagues have to be understood.

It must always be recognised that the child's welfare always remains paramount, and it can be very easy to lose sight of the impact on others of being on the receiving end of unacceptable and sometimes illegal behaviour.

Staff are encouraged to self-refer, where for example, they have found themselves in a situation which could be misinterpreted, might appear compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

5.3 Response

Where lower-level concerns and allegations that do not meet the harms test are reported or identified, BDAT will ensure that they are appropriately dealt with and recorded in line with Section 5.4 below.

The Headteacher should investigate the concern. If, during the course of the investigation, information uncovered suggests that the adult has behaved in a way that meets the harm threshold, then the procedures outlined in Section 4 of this policy should be implemented immediately.

The Headteacher is the ultimate decision maker in respect of all low level concerns but they will be supported through our Human Resources partners at Fusion HR, as well as the BDAT Executive as necessary.

Issues about attitude and poor practice may be dealt with internally and as part of the member of staff's professional development. If such low level concerns, however, are persistent and any plan with that member of staff has not brought about the necessary improvement, advice from the LADO should be sought, and appropriate people included in the decision-making process.

Where there is any doubt whether the information shared about a member of staff as a low level concern actually meets the harm threshold, the Headteacher will consult with the LADO.

Low-level concerns which are shared about supply staff and contractors will be notified to their employers so that any potential patterns of inappropriate behaviour can be identified.

Where considered relevant, we will ensure parents/carers are informed about low level concerns that have impacted upon their child.

5.4 Recordkeeping

A record of all low-level concerns must be maintained by the principal/headteacher.

The record will include details of the concern, the context in which the concern arose, and action taken. The name of the individual sharing their concerns should also be noted; if the individual wishes to remain anonymous then that should be respected as far as reasonably possible.

The information collected will help the Headteacher categorise the type of behaviour and determine what further action may need to be taken. All of this needs to be recorded.

These records will be retained confidentially and securely at least until the individual leaves their employment.

Whole school records will be reviewed by the Headteacher regularly so that potential patterns of concerning, problematic or inappropriate behaviour can be identified.

Consideration will also be given to whether there are broader cultural issues within school that enabled the behaviour to occur and where appropriate policies could be revised or extra training delivered to minimise the risk of it happening again.

6. References

BDAT will refer to substantiated safeguarding allegations that meet the harm threshold in references.

Low-level concerns will not be included in references unless they relate to issues typically included in a reference, such as misconduct or poor performance.

In cases where an adult is disciplined for a substantiated safeguarding-related concern, that doesn't reach the harm threshold, we will provide a reference that reflects the fact that a disciplinary process has taken place and refer to the sanction.

Where a low-level concern (or group of concerns) has met the threshold for referral to the LADO and found to be substantiated, it will also be referred to in a reference.

Cases in which an allegation was proven to be false, unsubstantiated, or malicious will not be included in employer references. A history of repeated concerns or allegations that have been found to be false, unsubstantiated, or malicious should also not be included in any reference.



7. Resignations and Settlement Agreements

A settlement agreement will never be made, nor a resignation accepted, where the allegation against the adult meets the harm threshold.

If the accused person resigns or ceases to volunteer, this will not prevent an allegation from being followed up in accordance with the statutory guidance Keeping Children Safe in Education.

Throughout BDAT, we will make every effort to conclude all cases of allegations bearing on the safety or welfare of children, including any in which the person concerned refuses to cooperate. Wherever possible, the accused will be given full opportunity to answer the allegation and make representations about it.

The person concerned will be notified of the conclusion of the allegations. Recording the allegation and any supporting evidence and reaching a judgment about whether it can be substantiated or otherwise based on all the available information will continue even if the accused does not cooperate.

8. Data Retention

Details of allegations found to have been malicious will be removed from personnel records. However, for all other allegations, BDAT recognises the importance of:

- a clear and comprehensive summary of the allegation;
- details of how the allegation was followed up and resolved;
- a note of any action taken, decisions reached and reasons why;

being kept on the secure and confidential personnel file of the accused. A copy of such a record will be provided to the person concerned.

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 if that is longer.

All such records are confidential in nature and will be held securely and comply with the Data Protection Act 2018, UK General Data Protection Regulation 2018 and the [BDAT GDPR Policy](#).

9. Learning Lessons from Concerns and Allegations

Learning lessons from safeguarding cases is a fundamental part of an effective culture of safeguarding, and BDAT commits to engaging in any such learning process.

Throughout the process of handling allegations and at the conclusion of a case in which an allegation is substantiated, the LADO should review the circumstances of the case with the Case Manager in order to help determine whether there are any improvements to be made to the school's procedures to help prevent similar events in the future.

The LADO and Case Manager should consider how future investigations of a similar nature could be carried out without suspending the individual (if this has happened). Any learning review should include

issues arising from any decision to suspend a member of staff, the duration of the suspension and whether the suspension was justified.

Where an internal investigation relating to a safeguarding allegation leads to a disciplinary hearing being held, BDAT will undertake a learning review of the case with the intention of identifying any broader learning points for the school or Trust.

Lessons should also be learnt from the use of suspension when the individual is subsequently reinstated. Where the LADO does not undertake a learning review, BDAT will always consider the facts with the Case Manager and determine whether any improvements in practice or process can be made.

Where the LADO is involved in a case, they will always be updated on any learning points identified.

10. Non-recent Allegations

Where an adult makes an allegation to any BDAT school that they were abused as a child, the individual will be advised to report the allegation to the Police.

Non-recent allegations made by a child will be reported to the LADO in line with the local authority's procedures for dealing with non-recent allegations and the procedures in this policy.

Appendix One: Useful Contacts

Children's Social Care

Integrated Front Door: 01274 437999 (Monday to Friday – 8.30 to 17.00)

Emergency Duty Team: 01274 431010 (all other times)

Website: <https://www.bradfordcft.org.uk/>

Local Authority Designated Officer

Telephone: 01274 435600

Email: LADO@bradford.gov.uk

Website: <https://www.saferbradford.co.uk/resources/childrens/allegations-management-and-safer-recruitment/>

Referral Form: [Bradford LADO Referral Form](#)

West Yorkshire Police

Emergency Telephone: 999

Non-Emergency Telephone: 101

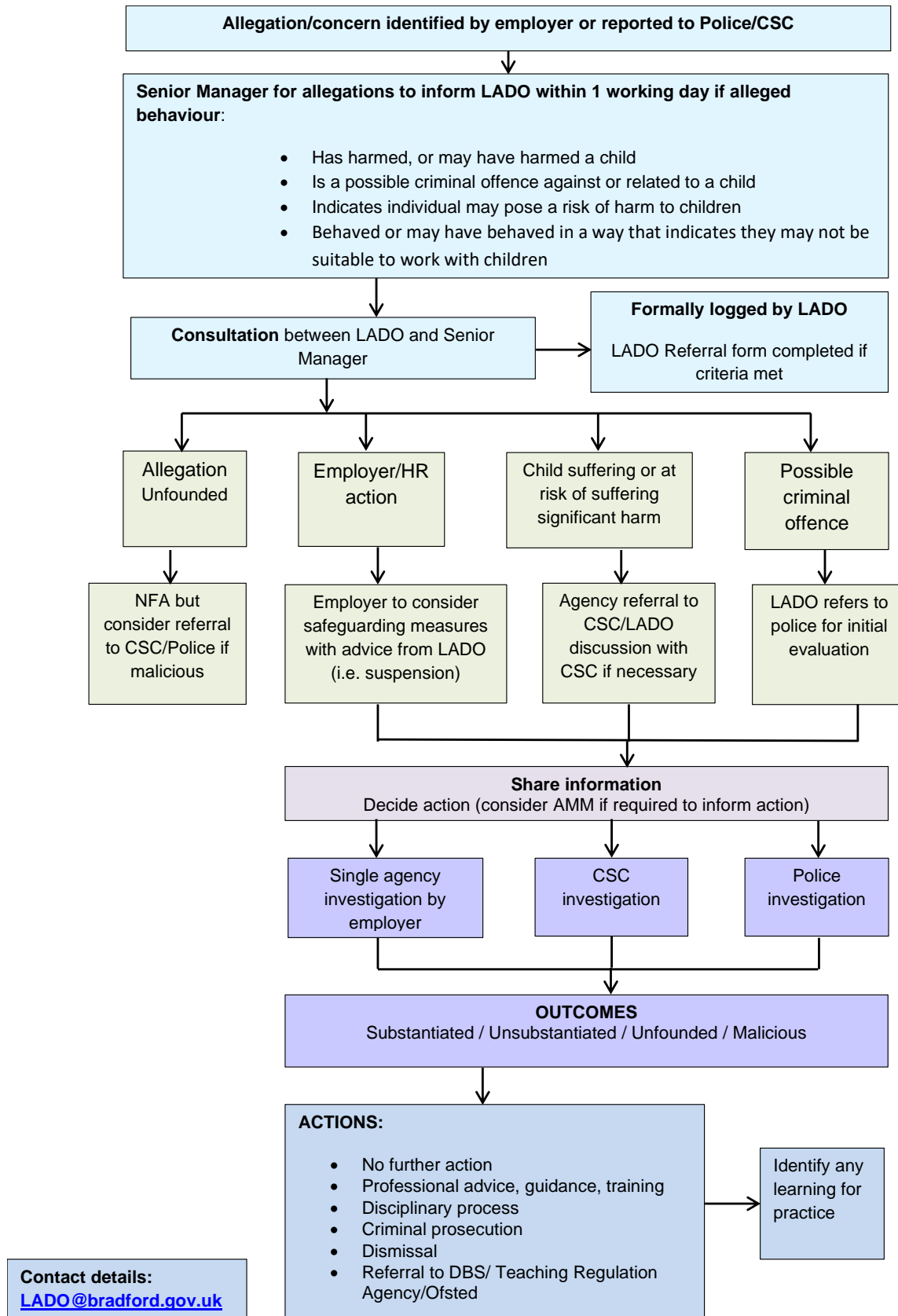
Website: www.westyorkshire.police.uk/report-it

Fusion HR

Telephone: 01924 827869

Website: <https://www.fusionbusiness.org.uk/>

Appendix Two: Bradford Local Authority Allegations Management Flowchart





Appendix Three: Template Low Level Concern Reporting Form

Your Details	
Name (optional but preferred)	
Role	
Date & Time of Concern	
Signature	
Details of Individual (including yourself if self-reporting) whom the Concern is About	
Name	
Role	
Relationship to the Individual Reporting	
Details of Concern	
<p>Please include as much detail as possible: What behaviour and/or incident are you reporting? What exactly happened? Why does the behaviour and/or incident worry you? Why do you believe the behaviour and/or incident is not consistent with our Staff Code of Conduct?</p>	
Details of Any Children Involved	
Name(s) and Year(s)	
Next Steps (for use by Headteacher or their Delegate)	
Date and Time Concern Received	
Signature	
Role	
Actions to Be Taken	



Appendix Four: Summary of Policy Changes

The below table provides a summary of changes to this policy over time:

September 2024	
Page	Summary of Change
Throughout	<ul style="list-style-type: none">• Updated all references to KCSIE 2023 to KCSIE 2024• Updated any hyperlinks to the latest guidance, legislation or policies referenced