



THE BRITISH RACING SCHOOL

ALLEGATIONS AGAINST STAFF OR CONTRACTORS POLICY

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UPDATED	
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THIS POLICY RELATES TO:

SAFEGUARDING POLICY

CHILD PROTECTION POLICY

WORKING TOGETHER TO PROTECT CHILDREN 2018

KEEPING CHILDREN SAFE IN EDUCATION 2022

SUFFOLK SAFEGUARDING PARTNERSHIP PROCEDURES

ALLEGATIONS MADE AGAINST STAFF POLICY

Purpose and Aims

This policy document will help provide a framework for the creation of a happy, secure and orderly environment in which trainees on a British Racing School (BRS) programme can have the opportunity to achieve their potential. The BRS recognises the importance of ensuring that all trainees and staff feel safe, that they will be listened to and that appropriate action will be taken when concerns are raised, as outlined in the BRS ethos. This document is written for all members of the BRS community, to enable everyone to understand the policy of the BRS and therefore to apply it consistently and fairly.

Scope:

BRS programme caters for a wide age range from the youngest of our trainees involved in the Newmarket Pony Academy and Foundation Learning Programme through to the older trainees (over 19s) both at the BRS and in the workplace.

The BRS has a duty of care to all trainees on our programmes and as such the aims and principles of all our policies will apply to all young people regardless of age

Reporting an allegation

Under no circumstances will the school initiate an internal management investigation into an allegation against a member of staff until a consultation has taken place with the Local Authority Designated Officer (LADO), if any of the criteria below are met. The BRS may also contact the LADO for advice and guidance on cases that do not meet the criteria.

The BRS will, however, furnish the LADO with all information required on the Suffolk Safeguarding Partnership (SSP) LADO Referral Form. See Annex 1

The LADO will be contacted within one working day in respect of all cases in which it is alleged that a member of staff or a contractor has:

- Behaved in a way that has caused physical or emotional harm to a trainee, or may have harmed a trainee;
- Possibly committed a criminal offence against or related to a trainee; or
- Behaved towards a trainee or trainees in a way that indicates they pose a risk of harm to young people and vulnerable adults.
- Behaved, or may have behaved, in a way that indicates they may not be suitable to work with children or vulnerable adults.

The Role of the BRS

The BRS will, as per Keeping Children Safe in Education 2022 :

- apply common sense and judgement;
- deal with allegations promptly, fairly and consistently;
- provide effective protection for the trainee and support for the person subject to the allegation;
- -always contact the LADO when the above criteria are met
- make clear in BRS policies, the person(s) to whom allegations should be reported and that reports should be made without delay
- -maintain and enforce the BRS Code of Conduct
- -only use suspension when there is cause to suspect a trainee is at risk of significant harm, the allegation warrants a police investigation or if the allegation is so serious it may be grounds for dismissal-
- safeguard the confidentiality of all concerned, as far as is possible
- keep accurate and up-to-date records of the situation
- Facilitate , where appropriate, the re-integration of a staff member/contractor following suspension or the conclusion of the case, by offering counselling, guidance, support and reassurance-
- Ensure that staff know that all concerns are reported no matter how small

The Role of the LADO

Department of Education 2020 refers to local authorities having a designated officer or a team of designated officers involved in the management and oversight of allegations against people who work in a position of trust.

The LADO:

- has management and oversight of the investigation process from beginning to end following an allegation against people in a position of trust who work with children and vulnerable adults.
- is not the decision maker – this remains with the BRS, but they will provide advice — and guidance to BRS, liaise with police and other agencies. will make recommendations on progressing referrals and chairing a strategy meeting where necessary.
- will ensure that the trainee’s voice is heard and that they are safeguarded.
- will be involved from the initial phase of the allegation through to the conclusion of the case and working closely with other agencies and the BRS.

ANNEX 1



Management of Allegations against People in a Position of Trust

REFERRAL TO LOCAL AUTHORITY DESIGNATED OFFICER (LADO)

This referral form must be completed and e-mailed to LADO@suffolk.gov.uk within 24 hours if it is alleged that a person who works with children (employed or volunteer) has:

- Behaved in a way that has harmed or may have harmed a child
- Possibly committed a criminal offence against or related to a child or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children

If there are immediate safeguarding concerns in relation to a child, you will need to complete and submit a Multi-Agency Referral Form (MARF) using the new secure [Suffolk Children and Young People's Portal](#):

The Children and Young People's Portal is an easy to use, secure space where you can complete and send forms directly to the right children's services team.

The first time you complete a form you will be asked to create a new portal account. It's quick and easy to register for an account. To make sure the information you send to us is secure, you will need to log into this account every time you access the portal.

If you wish to discuss your referral with a LADO or for advice or guidance, please telephone the LADO on **0300 123 2044**.

Date of incident:

Date Referrer notified of incident:

Date of Referral to LADO:

Information about Person being referred:

Name:

Role/Job Title:

Date of Birth:

Ethnicity:

Home Address:

Name and address of workplace:

Is the referred person aware that you have referred? Yes/No

Does the person being referred have children of their own? Yes/No
(complete details below)

	Child One	Child Two	Child Three
Name of child:			
Date of birth:			
Home address:			

Referrers details:

If you are not the senior manager with responsibility for safeguarding, all referrals should be discussed with the designated person prior to being sent.

Name:

Position:

Organisation Name and Type (e.g. residential home, nursery, school etc):

Organisation Address:

Telephone Number:

Referrers Email:

Details of the designated Senior Manager with responsibility for safeguarding or the referred persons line manager if different to above

Name:

Contact Number:

Email:

Details of the child/children involved in the allegation:

	Child One	Child Two	Child Three
Name:			
Date of birth:			
Ethnicity:			
Home address:			
Has the child's parents/carers been informed?			
If the child has an allocated Social Worker, please provide their details			

Details of the incident and resulting allegation/concern being raised:

Any injury to victim, date, time and place of incident if known and views of the child where known

What actions have been taken to date, if any?

Have there been previous concerns in relation to person being referred?

THANK YOU FOR TAKING THE TIME TO COMPLETE AND RETURN THIS FORM.

