

Managing Allegations Against Adults Policy

Policy Owner: Joe Robinson (Designated Safeguarding Lead)

Applies to: All tutors, staff, contractors and associates

Delivery model: Online 1-to-1 and small-group tuition

Review cycle: Annually or following safeguarding updates

Next review date: February 2027

1. Purpose of this Policy

Robinson Tuition is committed to safeguarding and promoting the welfare of children.

This policy sets out the procedures to be followed when an **allegation** is made against an adult working with children on behalf of Robinson Tuition.

It ensures that:

- Children are protected
- Allegations are handled fairly, consistently and promptly
- Adults are supported appropriately
- Statutory guidance is followed at all times

This policy is aligned with:

- **Keeping Children Safe in Education (latest version)**
 - **Working Together to Safeguard Children**
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2. Scope

This policy applies to **any adult** working with children through Robinson Tuition, including:

- Tutors
- Staff
- Contractors
- Volunteers

It applies to conduct:

- During tutoring sessions
 - Outside tutoring sessions
 - Online or offline
 - On or off Robinson Tuition platforms
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3. What Is an Allegation?

An allegation is made when a person working with children is alleged to have:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against or related to a child

- Behaved towards a child in a way that indicates they may pose a risk of harm
- Behaved in a way that indicates they may not be suitable to work with children

This includes concerns arising from **online tuition environments**.

4. Immediate Actions

When an allegation is received:

- The **safety of the child is the priority**
- No attempt will be made to investigate internally before seeking advice
- The allegation must be reported **immediately** to the Designated Safeguarding Lead

DSL: Joe Robinson

Contact: joe@robinsontuition.com

If the allegation concerns the DSL, it must be reported **directly to the Local Authority Designated Officer (LADO)**.

5. Role of the Designated Safeguarding Lead

The DSL will:

- Record the allegation clearly and accurately
 - Assess whether the allegation meets the threshold for referral
 - Seek advice from the **LADO** where required
 - Ensure appropriate action is taken in line with guidance
 - Liaise with schools, local authorities and relevant agencies
 - Maintain confidentiality and fairness
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6. Local Authority Designated Officer (LADO)

Where an allegation meets the threshold, the DSL will refer the matter to the **Local Authority Designated Officer (LADO)** without delay.

The DSL will:

- Follow LADO guidance at all times
 - Not take further action without agreement
 - Cooperate fully with any investigation
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7. Suspension or Removal from Duties

Suspension is **not automatic**.

A risk-based decision will be made, considering:

- The nature of the allegation
- Risk to children

- Advice from the LADO

Where appropriate, the adult may be:

- Temporarily removed from tutoring duties
- Assigned alternative duties
- Fully suspended

This decision will be reviewed regularly.

8. Supporting the Child

Robinson Tuition will:

- Ensure the child is safeguarded and supported
 - Work closely with parents/carers and schools where appropriate
 - Follow advice from statutory agencies
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9. Supporting the Adult

Adults subject to allegations will:

- Be informed of the allegation as appropriate
- Be treated fairly and with respect
- Be advised to seek support
- Have confidentiality respected

Robinson Tuition recognises the potential impact allegations may have on individuals.

10. Confidentiality

Confidentiality will be maintained throughout the process.

Information will only be shared:

- On a need-to-know basis
- With relevant agencies
- Where legally required

Records will be kept securely and separately from personnel files.

11. Outcomes of Allegations

Following investigation, outcomes may include:

- No further action
- Training or supervision
- Disciplinary action

- Referral to the DBS
- Termination of engagement

Robinson Tuition will comply with all statutory reporting duties.

12. Record Keeping

The DSL will:

- Maintain clear, accurate and dated records
 - Store records securely in line with GDPR
 - Retain records in line with the Data Retention Policy
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13. False or Malicious Allegations

If an allegation is found to be false or malicious:

- Appropriate support will be offered to the adult
 - Consideration will be given to next steps
 - Schools and relevant parties will be informed as appropriate
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14. Monitoring and Review

This policy is reviewed:

- Annually
- Following updates to safeguarding guidance
- Following any significant allegation