

## **Allegations against staff policy**

It is the policy of the After School that all allegations are treated seriously and will be appropriately investigated.

Allegations may be reported to the manager, the principal or directly to the Chair of the Committee. We encourage allegations to be reported in writing, detailing the nature of the allegation, staff involved etc. However, allegations provided verbally will also be dealt with appropriately.

Allegations can be received from Staff members, children, parents or members of the public.

Actions which may be taken:

- Where the allegation is made about a member of staff, of a child protection nature, then the matter will be reported to the manager as a matter of urgency. The manager will then determine what action should be taken immediately, including reporting the matter to the PSNI.

Such action may include the suspension of the member of staff concerned. The suspension of the staff member will be a precautionary measure and not in any way an indication of guilt.

- Where the allegation is not of a child protection nature the manager will consider, with the principal, an appropriate course of action to investigate the allegation. In the case of the allegation being about the line manager the principal will discuss the matter with the Chair of the Committee. In the event that the allegation relates to the principal the matter will be dealt with by the Chair of the Committee.

This may include meeting with the person who is the source of the allegation, to clarify the details of the allegations, meeting with other staff members who were present when the alleged event took place and meeting with the member of staff at the centre of the allegation.

Following this initial clarification a decision will be taken regarding what action may need to be taken. This may include a determination that no wrong doing occurred or that the allegation was substantiated. Depending on the nature of the allegation a decision will then be taken regarding any disciplinary action which may be taken.

*The Management Committee will be informed of any allegations received which are substantiated and the action taken. This will include the nature of the allegation, the results of any investigation and any action taken.*