



Mission Statement

“A Caring Christian Family Where We Grow Together”

ALLEGATIONS AGAINST STAFF POLICY (INTERNAL)

Effective Date: 01/01/2018

Review Date: September 2026 Biennial

| Review Date | Signed Head Teacher | Signed Director RCSAT |
|-------------|---------------------|-----------------------|
| 25/07/2018 | <i>M L Jabel</i> | <i>P. Bantock</i> |
| 3/03/2020 | <i>M L Jabel</i> | <i>P. Bantock</i> |
| 28/02/2022 | <i>Dr M Badger</i> | <i>P. Bantock</i> |
| 02/02/2024 | <i>Dr M Badger</i> | <i>P. Bantock</i> |
| 23/08/2024 | <i>Dr M Badger</i> | <i>P. Bantock</i> |

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|---------------------------------|-----------------------------|
| Persons Responsible for Policy: | Executive Headteacher RCSAT |
| Approval Date | 01/01/2018 |
| Signed: | Director RCSAT |
| Signed: | Executive Headteacher RCSAT |



1. Introduction

1.1. The intention of this policy is to provide the schools with a clear and transparent internal process that will enable all issues to be dealt with as quickly and efficiently as possible. The length of time that this takes will vary with the gravity and complexity of the issue and the urgency with which it needs to be settled.

1.2. This policy takes into account current Department for Education guidance.

1.3. All references to working days refer to days on which the school is open to pupils and for staff training days.

2. Scope of the Procedure defined by this Policy

2.1. The procedure, RCSAT-PR-012-01, covers all complaints against the school by external persons/parties which do not have an alternative statutory avenue of appeal or complaint.

2.2. Allegations of misconduct against members of staff shall involve the use of the internal procedure RCSAT-PR-012-02 and may be superseded by the use of other appropriate staffing procedure, as necessary.

2.3. Employees of the school (and ex-employees who wish to raise an issue relating to their former employment) should raise concerns via the internal Allegations against Staff procedure, RCSAT-PR-012-02.

2.4. Complaints about the aggressive or inappropriate behaviour of parents/carers or visitors to the school shall be referred to the Principal and dealt with under procedure RCSAT-PR-012-01.

3. Additional Advice

3.1. Advice on the operation of the procedure is available from the Governance and Liaison Service, who may also seek the advice and/or involvement of other Local Authority (LA) officers as appropriate, via the current agreement which the service has with schools. Such requests should be made via the Governance and Liaison Service.

3.2. For church schools, advice may also be sought from the appropriate Diocesan Officer; in these circumstances the LA and Diocesan Officers would seek to collaborate over the resolution of the complaint. The role of the Diocesan Officer will be particularly important in any complaint which relates to the faith aspect of the school or to the delivery of Religious Education.