



**ADMINISTRATIVE CIRCULAR**

**3 /2008**

**17 June 2008**

## **CHILD PROTECTION – ALLEGATIONS AGAINST STAFF**

### **SUPPLEMENTARY GUIDANCE FOR COMMUNITY LEARNING & LEISURE AND CATERING & CLEANING STAFF.**

This circular gives guidance on procedures to be implemented should child protection allegations be made against a member of staff **AND REPLACES CIRCULAR 9/2007 ISSUED 30 NOVEMBER 2007.**

It is essential that all staff are made aware of these procedures.

A number of references are made to pages in the Child Protection Policy Inter-agency Guidelines – the guidelines are accessible at the following link;

<http://www.highland.gov.uk/socialwork/servicestochildrenandfamilies/childprotection/>

Although this guidance refers to young people, it equally applies to vulnerable adults.

Hugh Fraser  
Director of Education, Culture and Sport

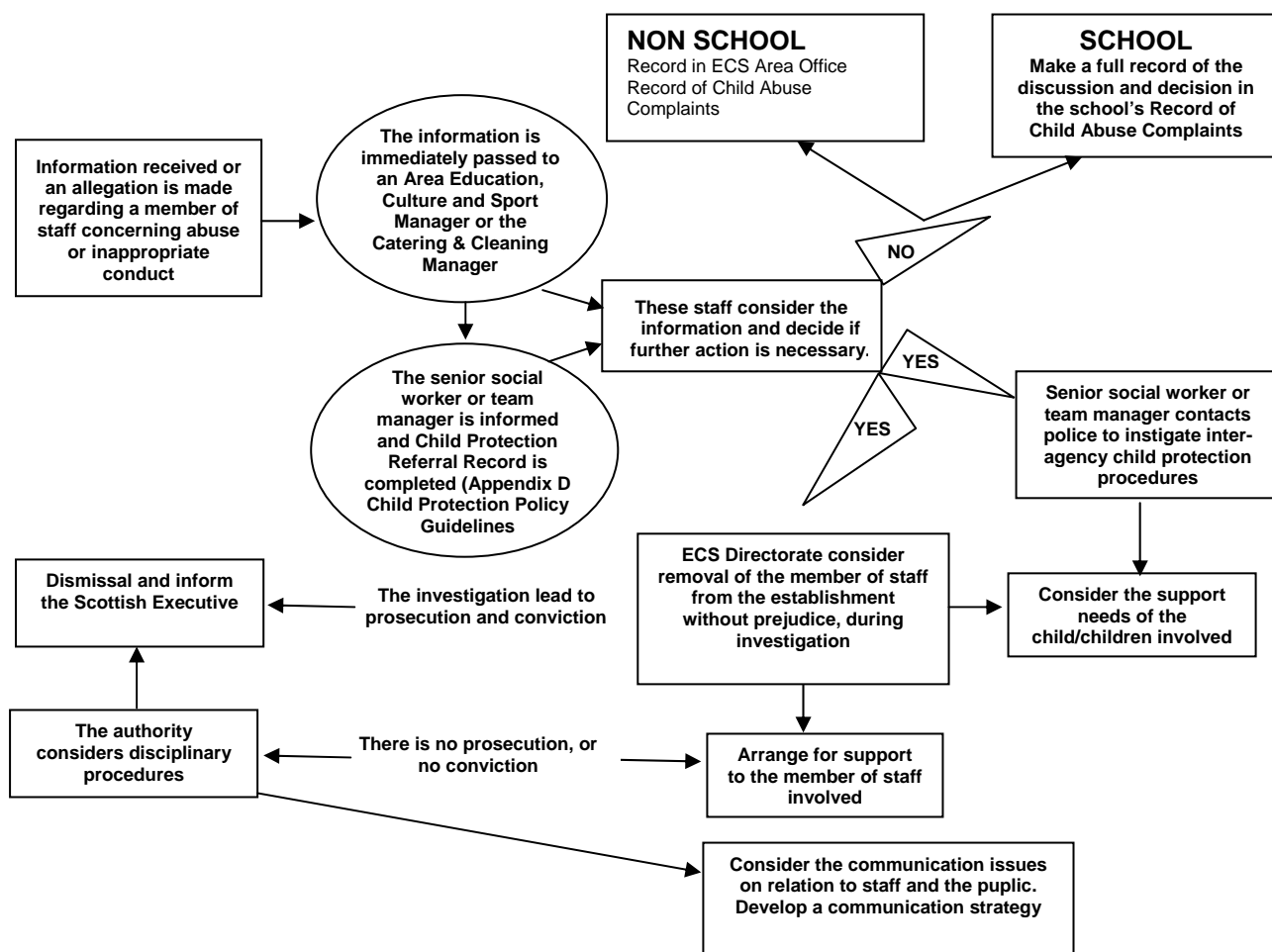
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#### **1.0 Allegations against staff**

There are situations where it is suspected that a young person has been abused by an employee in the Council's service or other people associated with the Service. No matter how sensitive the circumstances may seem, it is the duty of all to report any suspicions or concerns.

If any member of staff receives information or hears of an allegation of abuse or inappropriate conduct against another member of staff, the appropriate Area Education, Culture and Sport Manager or Catering & Cleaning Manager, must be informed immediately. It is important to recognise that rumours and gossip can be damaging to the Service and to the staff involved unless treated seriously and dealt with properly. It is vital to both staff and children and young people that any action taken in response to information or allegations is conducted properly, but promptly, in order to support proper investigation if this is necessary.

The flow-chart below outlines the process that CLL and Catering & Cleaning staff should follow.



A child's involvement in any discussions or investigations must be very carefully handled. After receiving initial information or hearing an allegation and establishing these are of a serious nature, further interviewing of the child is not appropriate unless by trained police officers or social workers, or during the legal process of prosecution. However, staff should gain sufficient information from the child in order to judge the seriousness of the issue, in order to inform senior managers' decisions.

Where information or allegations concern an Education, Culture and Sport Manager or the Catering & Cleaning Manager, these should be referred direct to appropriate ECS Head of Service and Social Work Manager or Team Leader.

## 2.0 Minimising risk of allegations

All staff should consider the appropriateness of their own and their colleagues' behaviour. Staff and young people alike should feel confident to discuss openly behaviour which they do not like; a positive ethos helps build a climate of openness where this can happen.

Where a member of staff feels that his or her actions have been, or might have been misinterpreted, he or she should make a written report to their line manager without delay.