



7.04

Procedure for dealing with Suspected or Alleged Inappropriate Behaviour by a Member of Staff.

Any suspicion or allegation of inappropriate behaviour by a member of staff should be reported to the Headmistress immediately and in confidence. It is the duty of the Headmistress or her appointee, to investigate and ascertain the facts with a degree of urgency relative to the purported behaviour.

If the facts are substantiated but are considered to be of a minor nature it may be possible to deal with the matter informally, giving advice or guidance as suitable to the member of staff. If it is then resolved, the informant and any other parties should be advised of this. They should also be told if the facts are not substantiated. If there is no known informant (e.g. an anonymous allegation) careful consideration should be given before taking any action or making any investigation.

If the allegation is more serious or the informant is not content with an informal resolution, a formal procedure must be commenced. In these circumstances:

- The informant or complainant must put information in writing to the Headmistress including dates and times of the event(s), names of the parties and potential witnesses, and copies of any relevant documents.
- The Headmistress or her appointee will collect such other evidence as he/she deems necessary. Where this involves an interview with a member of staff who is the subject of the complaint, that member of staff may be accompanied by a friend or representative if they wish.
- If the Headmistress considers that the allegation or suspicion is justified, the Disciplinary Procedure set out in the Staff Contract will be implemented.
- Once the allegation or suspicion has been investigated, the Headmistress will advise the member of staff concerned and the informant in writing to the effect that either:
 - There is insufficient evidence to reach a conclusion
 - The concern is not substantiated by the evidence
 - The concern was substantiated in part or in full. [Some details may then be given of any action the school may be taking to review procedures etc. ...but the details of the investigation or of any disciplinary procedures will not be released]
 - The matter has been fully investigated and that appropriate procedures are being followed, which are strictly confidential [e.g. where staff disciplinary procedures are being followed].

The informant will be told that the consideration of the matter by the Headmistress is now concluded.

At all times the physical, mental and moral safety of any child or children involved must be a primary concern. If the Headmistress believes at any point that another authority should be involved, i.e. the Police or Social Services, then the investigation should stop and guidance should be sought from either or both of those bodies.

This policy was adopted by	Silverhill School & Day Nursery
Date	January 2019
Review date	January 2020
Name of signatory	Mrs Jenifer Capper
Role of signatory	Headmistress