



1. Introduction

Pinnacle-AP is committed to safeguarding and promoting the welfare of children and young people. This policy sets out the procedures for managing allegations of abuse or misconduct made against staff members. We aim to ensure that all allegations are dealt with fairly, consistently, and in a timely manner, while prioritising the safety and well-being of children.

2. Principles

- The welfare of children is paramount.
- All allegations will be taken seriously and investigated thoroughly.
- The principles of natural justice and fairness will be applied to all parties involved.
- Confidentiality will be maintained as far as possible, while ensuring the safety of children.
- We will work in partnership with relevant agencies, including the Local Authority Designated Officer (LADO), Children's Social Care, and the police.

3. Definitions

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- **Allegation: Any information received that suggests a staff member may have:**
 - Behaved in a way that has harmed or may have harmed a child. (Refer to Hampshire Safeguarding Children Partnership guidelines)
 - Possibly committed a criminal offence against or related to a child. (Reportable to Hampshire Constabulary and Hampshire Children's Services)
 - Behaved in a way that indicates they may pose a risk of harm to children. (In line with Hampshire County Council's safeguarding procedures)
- **Staff Member:** Any individual working at or for Pinnacle-AP, including paid employees, volunteers, and coaches.
- **LADO (Local Authority Designated Officer):** The designated officer within Hampshire County Council responsible for managing and overseeing allegations against staff who work with children in the Hampshire area. Contact details for the Hampshire LADO can be found on the Hampshire Safeguarding Children Partnership website.

4. Procedures for Managing Allegations

- **Reporting an Allegation:**
 - Any person who receives an allegation against a staff member must report it immediately to the Designated Safeguarding Lead (DSL).



- If the allegation involves the DSL, it should be reported to the Deputy Designated Safeguarding Lead (DDSL) or a senior manager.
- **Initial Actions by the DSL:**
 - The DSL will gather all relevant information about the allegation.
 - The DSL will consult with the LADO within one working day of receiving the allegation.
 - The DSL will make a record of the allegation, including the date, time, nature of the allegation, and the names of those involved.
- **LADO Consultation:**
 - The LADO will provide advice and guidance on how to proceed with the allegation.
 - The LADO will determine whether the allegation meets the threshold for a formal investigation.
- **Investigation:**
 - If a formal investigation is required, it will be carried out in accordance with procedures agreed with the LADO.
 - The investigation may be conducted internally or by an external agency.
 - The staff member against whom the allegation has been made will be informed of the allegation and the investigation process.
- **Outcomes:**
 - The outcome of the investigation will be shared with the LADO, the staff member, and other relevant parties as appropriate.
 - Possible outcomes may include:
 - No further action.
 - Disciplinary action.
 - Referral to the police.
- **Record Keeping:**
 - Accurate and confidential records of all allegations and investigations will be maintained.
 - Records will be stored securely and in accordance with data protection legislation.

5. Responsibilities

- Designated Safeguarding Lead (DSL): Responsible for managing allegations against staff, consulting with the LADO, and ensuring that procedures are followed. (DSL: Rhonda Thomas)
- All Staff: Responsible for reporting any allegations they receive to the DSL immediately.
- Leadership of Pinnacle-AP: Responsible for ensuring that this policy is implemented and reviewed, and for providing necessary support and resources.



6. Confidentiality

- All information relating to allegations will be treated with the strictest confidentiality and shared only on a 'need to know' basis.
- Confidentiality will be maintained as far as possible, while ensuring the safety and welfare of children.

7. Policy Review

- **This policy will be reviewed annually and updated as necessary.**
- **Date of Policy: 5/5/2025**
- **Date of Next Review: 5/5/2025**

Signed:

Rhonda Thomas

Pinnacle-AP
