



Allegation Process

01

You will be informed verbally within 7 days of any allegations raised against you.

If you are suspended from work pending investigations you will be informed within 7 days in writing.

If the Police/LADO stipulate that giving details of the investigation may jeopardise the case then you will be advised that there has been an allegation but not of the details.

02

You will meet with us to discuss the allegation and notes will be taken of the meeting (please note this meeting may occur either before or after the Position of Trust meeting involving Smile/LADO/ other relevant agencies happens where the allegation is discussed). When the School have provided us with statements we will compare these with the notes taken in our meeting.

03

A Position of Trust Meeting Occurs Involving Smile, LADO, other relevant agencies or if the LADO decides the case is "advice only", Smile will liaise directly with them.

04

We may meet with you again following a Position of Trust Meeting to discuss any additional info and outcomes.

05

Once all the investigations are complete if it is a criminal matter we will leave it with the Police to manage.

If it is concluded and referred back to us to manage then we will take appropriate action which may include training, shadow or any other activities we think are necessary in order to help you to return to have a successful career in education.

In certain circumstances following the conclusion of the investigations disciplinary action may have to take place and we may no longer be able to work with you.

Please note

During these meetings you can bring a witness if you want to and you can contact your Trade Union at any point during this process for further advice.

The above process may run parallel to other investigations by the police/LADO/School etc.

At all times our actions will be guided by the Police/School and LADO.

The Police may ask us to keep certain aspects of the investigation confidential from yourself which we will need to respect.

We intend to conclude any allegation or concern in a timely fashion however we are under the jurisdiction of the Police/LADO and their timescales.