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# MANAGING ALLEGATIONS OF ABUSE AGAINST STAFF **POLICY** & **PROCEDURE** DSDT

	Date	Name/signature
Last updated	6/6/2023	MR
Reviewed by Managing Director on behalf of trustees	9/6/23	Sen Smallwood
Date for next review		

## 1/ INTRODUCTION

- DSDT staff working in personal & intimate care situations with young people can sometimes feel particularly vulnerable due to potential allegations. The presence of and adherence to the Personal & Intimate Care Policy and Procedure can help to reassure both staff involved and the parents/carers of vulnerable young people that all aspects of this type of care have been taken into careful consideration. Action should be taken immediately should there be a discrepancy of reports between a young person and the member of staff, after assistance with intimate care has been provided.
- If any parent/carer or child/young person being

supported by DSDT has any concerns about the conduct of any member of the organisation, this should be raised in the first instance with:

**Senay Smallwood (designated vulnerable persons' protection contact)**

- SENAY SMALLWOOD DSDT DESIGNATED SAFEGUARDING LEAD ON 01323 893323

[sensmallwood.dsd@gmail.com](mailto:sensmallwood.dsd@gmail.com)

**DSDT registered charity and correspondence address:** 13 Saltwood Road, Seaford, East Sussex, BN25 3SP

Website: [www.downsyndromedevelopment.org.uk](http://www.downsyndromedevelopment.org.uk)

Email: [hello@downsyndromedevelopment.org.uk](mailto:hello@downsyndromedevelopment.org.uk)

**Name of Deputy Safeguarding Lead:**

**Marianne Robinson, Operations/Office Manager DSDT**

Tel: 01323 890 654  
[marianne.dsd@gmail.com](mailto:marianne.dsd@gmail.com)

**Main office:** Chyngton Methodist Church, Millberg Road, Seaford, East Sussex, BN25 3ST

Tel: 01323 893 323 / 01323 890 654

**Second office:** Unit Number 1b, The Sussex Innovation Centre, Falmer, Brighton, East Sussex, BN1 9SB

**PLEASE SEE THE SAFEGUARDING POLICY FOR FURTHER INFORMATION**

**ABOUT WHO TO CONTACT AND THE PROCEDURE THAT SHOULD TAKE PLACE IF A SAFEGUARDING ISSUE ARISES.**

This policy will be reviewed and updated regularly.

## VULNERABILITY TO ABUSE

- Young people should be encouraged to recognise and challenge inappropriate assistance and behaviour that makes them feel uncomfortable. DSDT staff are encouraged to listen to the young person and change the way they are providing support immediately, with the young person's needs, dignity and privacy at the centre.
- It is essential that all staff are familiar with the **Safeguarding Policy and Procedures** and that they know how to recognise possible signs of abuse and the proper procedure for reporting this. If during supporting a young person with their intimate care (refer back to PERSONAL AND INTIMATE CARE POLICY & PROCEDURES), a staff member observes something which raises child protection concerns, the young person seems to misinterpret what is said or done, or the young person has a very emotional reaction without apparent cause, the incident must be reported straight away to **SENAY SMALLWOOD DSDT DESIGNATED**

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Down Syndrome Development Trust  
Company Number: 08346182  
Registered Charity Number: 1155830



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**SAFEGUARDING LEAD ON**  
01323 893323.

Email: [senssmallwood.dsdt@gmail.com](mailto:senssmallwood.dsdt@gmail.com)

## 3/ AIMS

This policy and procedure provide a framework for dealing with safeguarding concerns and allegations of abuse made against an employee or volunteers against children and young adults at risk of abuse.

These procedures are intended to supplement **internal disciplinary procedures** and provide guidance for dealing with any concerns or allegations of professional abuse, neglect, or harm, as well as to ensure that all allegations of abuse made against staff or volunteers working with children, young people, and adults at risk are dealt with fairly, consistently, as well as in a prompt way.

This procedure should be read in conjunction with the following policies

- Safeguarding Policy
- Intimate Care Policy & Procedure

## 4/ SCOPE

This policy and procedure refers to all staff members including those on honorary contracts, zero-hour contract staff, and volunteers.

## PROCEDURE

### 4.1 Raising and managing allegations of concerns of harm or abuse against

### children, young people, adults at risk of harm

The safety of a child or young adult is essential. Hence, all staff must be aware of referral processes. If a staff member observes or suspects abuse by another staff member, they have a legal obligation to report their concerns to their local authority's Social Services. Any suspicion that children, young people, or adults are at danger of harm must be immediately reported to the staff member's line manager (unless the staff member is the suspected offender, in which case the concern must be escalated to a higher level). Furthermore, if a member of staff receives a notification from Safeguarding colleagues at another Health Board, NHS Trust, Social Services, or the Police, they must report it with their line manager, who will make the necessary contact with the Safeguarding Lead.

### 4.2 Professional Concerns Strategy Meeting

After reporting the concerns and allegations of abuse against staff to the local authority, they will determine whether to request a Professional Concerns Meeting. In the meeting, the matter will be discussed with the line manager, the Named Lead for Safeguarding (Senay Smallwood) or a senior nominee.

PCS Meeting points:

- Examine the allegation and share all relevant information about the allegation/concern in question
- Conduct a risk assessment (further information on this in section 4.3)

- Guarantee that child protection, criminal, and employment procedures are properly coordinated.
- Agree on immediate actions, including whether retraining, redeployment or suspension should be considered without presumption. And examine if the adult's competence to continue working with children or individuals at risk has been put into question, and examine disciplinary concerns to be addressed.
- Agree on an assistance plan for the staff member
- Consider reputational issues that must be managed appropriately through discussion with the relevant internal team.
- Consider what action may be required to protect the child or adult at risk
- Consider the likelihood of harm to other children or adults at risk
- Discuss any previous allegations or other concerns
- Plan any necessary inquiries,
- Decide who will be interviewed and who will lead the agency
- Determine a lead contact manager
- Decide what information may be exchanged with whom, when and who will do it, and so on. Lastly, consider referring to the appropriate professional organisation.

### 4.3 Risk Assessment

If the professional concerned in the PCS meeting determine that young people, adults, or both are at risk of substantial harm, or that more investigation is necessary, the meeting members will conduct a risk assessment.

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A Risk Assessment includes:

- The risk to the safety of children and adults at risk
- The risk to other members of the public
- The risk to the employee themselves
- The risk to the organisation and its integrity

Safety measures will be put in place accordingly such as redeployment or a change of working arrangements of member of staff concerned in the allegation of abuse.

Attendees at the meeting will assess if the concerns are justified based on the balance of probabilities. This risk assessment will result in four alternative results:

An allegation can be **substantiated, unsubstantiated, unfounded, deliberately invented, or malicious**. Substantiated allegations are established by evidence, unfounded allegations are misinterpreted, and deliberately invented allegations are malicious.

## **4.4 Internal disciplinary investigation**

Individuals accused of an allegation must be given a full and fair chance to respond to the allegations. Decisions will be made based on the information provided, and the official verdict and its justification should be documented in writing. If a member of staff resigns or ceases to offer services, an accusation must still be investigated in accordance with safeguarding protocols. At the completion of the inquiry, it must be determined if a

referral to the Disclosure and Barring Service (DBS) is required.

## **FOR ALLEGATIONS AGAINST STAFF AND VOLUNTEERS**

**Contact:**

**SENAY SMALLWOOD DSDT  
DESIGNATED SAFEGUARDING LEAD  
ON 01323 893323**

**AND/OR**

**LADO 01273 295643  
LADOLENQUIRIES@BRIGHTON-HOVE.CO.UK (For allegations against staff and volunteers)**

**Contact details:**

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