



Safeguarding
Partnership
Board **Children**

MANAGING ALLEGATIONS FRAMEWORK
Multi-agency arrangements for managing
allegations against people who work with
children or those who are in a position of trust

DOCUMENT PROFILE

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1. Introduction

This procedure provides information about dealing with allegations against staff and volunteers who have contact with children and young people in their work or activities. It is addressed to employers and organisations responsible for providing services to children and young people and adults who are parents or carers.

This multi-agency procedure applies when it is alleged that a person who works with children under 18 years of age has:

- **behaved in a way that has harmed a child or may have harmed a child**
- **possibly committed a criminal offence against or related to a child**
- **behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children**
- **behaved or may have behaved in a way that indicates they may not be suitable to work with children**

These behaviours can refer to incidents within and outside of the workplace. If the concerns are about someone's behaviour toward their own children, the police and/or children's social care must consider informing the employer to assess whether there may be implications of transferable risk within the role that the person holds, in which case this procedure will apply.

For allegations that are historic/non-recent (delayed reporting). It is also important to investigate whether the person against whom the allegation is made is still working with children, and if so, report to the Designated Officer of the area where the individual is currently working.

Consideration will need to be given to any risk by association posed by those who live with, or are in a relationship with, adults who are being investigated or have been convicted of offences in relation to children, therefore this chapter sits alongside the [Multi-Agency Framework for Managing Allegations in Respect of People Working with Adults in a Position of Trust](#).

The Sexual Offences (Jersey) Law 2018 provides additional protections for young people aged 16 and 17 by defining the circumstances in which an adult is in a position of trust (Article 19). It is generally illegal and non-ethical for an adult to engage in a sexual relationship with a 16 or 17 year old with whom they are in a position of trust.

This chapter has been updated with consideration for the Jersey's children First Practice Model which underpins the safeguarding practice in Jersey. Its values and principles are at the core of how practitioners engage and support children, young people and their families. Please click [here](#) for further information on Jersey's Children First.

Whilst it is acknowledged that Jersey has not formally adopted “*Working together to safeguard Children*” (2018) into legislation, it is widely accepted as good practice and is referred to in this guidance.

2. Terminology used within this guidance

Allegation – this is a technical term based on the definition provided by “*Working Together to Safeguard Children*” (2018). It is different to the dictionary definition of the word and the procedure still needs to be followed even if there is clear evidence that the incident has or has not happened. An allegation does not need to be formally made or explicitly described for this process to be followed.

Person who works with children – this covers paid and unpaid employees, contractors, volunteers, and those in positions of leadership and management. This will include foster carers, approved adopters, and child minders, and applies to any person, who manages or facilitates access to an establishment where children are present. Specific additional procedures to follow in relation to Foster Carers is set out in the managing allegations against foster carers policy.

Employer – is used to describe the organisation, company, agency, or provider that the adult is working for, in addition to those who manage or oversee the volunteer or member of staff.

Volunteer – Volunteering is when you give your time to help an organisation or an individual to whom you are not related. Volunteering should never be something you are made to do and is not done for financial gain¹.

3. Roles and responsibilities

Overall lead responsibility of the Designated Officer sits within Children’s Social Care Standards and Quality Service; however, it is expected that within each agency, there are designated roles (e.g. safeguarding leads) that will act as points of contact for anyone raising a concern. Their role will be to ensure that concerns raised are supported and managed appropriately and timely in liaison with the designated officer.

Each agency or organisation should have a policy which is in keeping with the process set out in this procedure and defines what a concern, a complaint and an allegation is.

¹ Source: [Volunteering in Jersey, Channel Islands](#)

Each agency or organisation should have a senior manager who is responsible for dealing with allegations or suspicions of abuse about someone who works with children. This may be the same person who is the nominated child protection lead for the organisation.

This person should be fully trained in managing allegations against, or concerns about abuse by, a member of staff or volunteer, and should know who to contact if any concerns are raised. Allegations is one of the SPB multi-agency core training modules for Designated Safeguarding Leads and Designated Officer/AWDO and any concerns that would not meet the threshold are discussed here.

All staff and volunteers should know who the responsible person is and how to contact them. If there is a concern about the nominated person, it should be reported to their deputy or another senior manager.

Each Local Authority in England has a Local Authority Designated Officer (LADO) who receives reports about allegations. Both the Jersey Designated Officer (JDO) and LADO (England) provides advice and guidance to organisations, liaises with other agencies when there are allegations, and monitors the progress of any allegations.

There are a few situations where consideration is required to determine where the Designated Officer (DO) responsibility rests.

The general principle is that the Designated Officer/ LADO of the area where the individual is engaged in work with children holds responsibility. For most cases this is clear and does not require cross-border discussion.

For staff who are contracted with agencies, then the Designated Officer /LADO where the member of staff works (and where a risk to children has been identified) will take responsibility.

4. General Considerations Relating to Allegations Against Staff

4.1 Confidentiality

Confidentiality should be maintained while an allegation is being investigated. Information should be restricted to those involved in the investigation or who need to know to protect children.

In the UK, the [Education Act 2002](#) introduced reporting restrictions preventing the publication of any material that may lead to the identification of the accused, if the child was a pupil from the same school. 'Publication' includes any speech, writing or other communication, whatever the form. Although this legislation does not extend to Jersey, it

should be recognised as good practice to maintain confidentiality and protect against identification, whilst any investigation is on-going. In this respect the head teacher should give professional advice to parents (and other relevant parties) to also consider confidentiality and to be extremely careful in their use of social media.

In accordance with the Authorised Professional Practice published by the College of Policing (May 2017) the Police will not normally provide any information to the press or media that might identify an individual who is under investigation, unless and until the person is charged with a criminal offence.

The reporting restrictions are disapplied if the individual to whom the restrictions apply effectively waives their right to anonymity by going public themselves or by giving their written consent for another to do so or if a judge lifts restriction in response to a request to do so.

“Publication” includes “any speech, writing, relevant programme or other communication in whatever form, which is addressed to the public at large or any section of the public.” This means that a parent who, for example, published details of the allegation on a social networking site would be in breach of the reporting restrictions (if what was published could lead to the identification of the teacher by members of the public).

4.2 Suspension

Suspension should not be an automatic response. It should be considered in any case where:

- There is cause to suspect a child is at risk of harm; or
- The allegation warrants investigation by the police; or
- The allegation is so serious that it might be grounds for dismissal.

The possible risk of harm to children should be evaluated and managed in respect of the child/ren involved and any other children in the home, work or community life of the person who is the subject of the allegation.

If an Allegations Management Meeting is to be held or, if Children's Social Care Services or the police are to make enquiries, the Designated Officer should canvass their views on suspension and inform the HR representative and employer. Only the employer, however, has the power to suspend a person who is the subject of an allegation and they cannot be required to do so by the Designated Officer or police.

If a Police investigation is underway Police may impose bail conditions on any person subject to an investigation, these bail conditions may prevent an employee from returning to a specific role work regardless as to a decision around suspension. These bail conditions

should always be adhered to by the employee or staff member, however amended duties or neutral deployment may be suitable.

Advice should be sought with the Designated Officer regarding suspension in the first instance.

If a suspended person is to return to work, the employer should consider what help and support might be appropriate (e.g., a phased return to work and/or provision of a mentor), and how best to manage the member of staff's contact with the child concerned, if still in the workplace.

Agencies are expected to hold their own policies and procedures around suspensions including roles and responsibilities.

4.3 Whistleblowing

All staff should be made aware of their organisation's whistleblowing policy and feel confident to voice concerns about the attitude or actions of colleagues.

If a member of staff believes that a reported allegation or concern is not being dealt with appropriately by their organisation, they should report the matter to the Designated Officer.

4.4 Organised abuse

Investigators should be alert to signs of organised or widespread abuse and/or the involvement of other perpetrators or institutions. They should consider whether the matter should be dealt with in accordance with complex abuse procedures which, if applicable, will take priority. This policy is available on the Jersey Safeguarding Partnership Board website and can be accessed here: [Organised and complex abuse²](https://jerseyscb.proceduresonline.com/chapters/p_org_complex_abuse.html).

4.5 Resignations, Compromise Agreements and References

Every effort should be made to reach a conclusion in all cases, even if:

- The individual refuses to co-operate, having been given the full opportunity to answer the allegation and make representations:

² https://jerseyscb.proceduresonline.com/chapters/p_org_complex_abuse.html

- It may not be possible to apply any disciplinary sanctions if a person's period of notice expires before the process is complete.

Compromise agreements must not be used (i.e. where a member of staff agrees to resign provided that disciplinary action is not taken and that a future reference is agreed); A settlement / compromise agreement which prevents the employer from making a DBS referral when the criteria are met for doing so, would likely result in a criminal offence being committed for failure to comply with the duty to refer.

4.6 Timescales

It is in everyone's interest for cases to be dealt with expeditiously, fairly and thoroughly and for unnecessary delays to be avoided. This should be discussed with the appropriate line manager and due consideration be given to notifying the Designated Officer.

The Designated Officer should regularly monitor and record the progress of each case. This could be by way of review Allegations Management Meetings / discussions / initial evaluations or direct liaison with the police, Children's Social Care Services, or employer, as appropriate. Where the target timescales cannot be met, the Designated Officer should record the reasons.

The Designated Officer should keep comprehensive records in order to ensure that each case is being dealt with and that there are no undue delays. The records may also be used to assist the Safeguarding Partnership Board (SPB) to monitor and evaluate the effectiveness of the procedures for managing allegations.

If a police investigation is to be conducted, the police should set a date for reviewing its progress and consulting the Law Officers Department (LOD) about continuing or closing the investigation or charging the individual. Wherever possible, this should be no later than 4 weeks after the Allegations Management Meeting. Dates for further reviews should also be agreed, either fortnightly or monthly depending on the complexity of the investigation.

Police investigations are regularly reviewed, and specific timescales cannot be pre-empted in policy as this may give unrealistic expectation, however managing allegations updates will be sought on a monthly basis.

4.7 Supporting Those Involved

In cases where a child may have suffered significant harm, or there may be a criminal prosecution, Children's Service, or the police as appropriate, should consider what support the child or children involved may need.

Initial discussions following the referral will consider which agency is best placed to liaise with parents and the children concerned.

The child and / or their family should also be kept informed about the progress of the case and told the outcome where there is not a criminal prosecution, including the outcome of any disciplinary process.

Note that the deliberations of a disciplinary hearing, and the information considered in reaching a decision, cannot normally be disclosed, but the parents or carers should be told the outcome.

In deciding what information to disclose, careful consideration should be given to duties under the [Data Protection \(Jersey\) Law 2018](#) (or any applicable data protection legislation in force) and, where relevant the [Human Rights \(Jersey\) Law 2000](#).

It is expected that the adult about whom the allegation has been made will be supported either by a named person or line manager during the investigation and kept informed of developments where appropriate. They may be offered staff counselling where available. The adult may be advised to contact their Trade Union where appropriate and/or professional body and/or their GP.

If the person who the allegation was made about has been suspended, the senior manager or employer for the organisation should also make their usual arrangements to keep the individual informed of developments.

For individuals who are self-employed, they will be notified of the allegation that has been made against them and advised to seek support from their Trade Union, Professional body and / or their G.P.

5. Action

5.1 Responding to an allegation

When an allegation is first reported, the person to whom it is reported to should keep a written record of everything related to the allegations, including dates, times and places. They should report the allegations immediately to the designated/nominated person within their agency.

The designated/nominated person should then obtain written details about the concern and report the allegation to the Designated Officer.

If the designated senior manager is not available, the report to the Designated Officer should not be unnecessarily delayed and should be made by the next most appropriate person.

They should discuss the decision in relation to the agreed threshold criteria as soon as possible and **within one working day**. Referrals should not be delayed in order to gather information. Failure to report an allegation or concern in accordance with procedures is a potential disciplinary matter.

Where an allegation has been made against a member of staff or volunteer who works with children, consideration needs to be given to whether they also have contact with adults at risk.

In this instance, include this information on the referral form.

Where this is identified as an issue, the Designated Officer for children will notify the Adult Workforce Designated Officer (AWDO). Similarly, if the AWDO for adults identifies an issue, they will notify the Designated Officer who will be invited to join to the process to ensure that everyone is protected.

Parents or carers of the child or children involved should be told about an allegation as soon as possible. Where a Strategy Meeting is required, and where police or children's social care are involved, the case manager should wait to inform the parent's or carers of the child/children. Where after the Strategy Meeting attendees will agree a way forward.

The employer should seek advice from the Designated Officer, the police and children's social care about how much information should be disclosed to the person whom the allegation is about. Once it has been agreed how much disclosure can be made without jeopardising any police investigation then the employer should inform the accused person as soon as possible under the direction of the Police. If information can be shared and this won't impact on an investigation, the employer should inform the accused person about the nature of the allegation as soon as possible, explaining to them the process of the enquiry.

The employer or children's social care should inform Jersey Care Commission (JCC) of any allegation or concern made against a member of staff in any establishment, organisation or individual that is regulated by them. The JCC should also be invited to take part in any subsequent strategy meeting/discussion in those cases where they have regulatory responsibility.

If the allegation occurs outside of office hours and needs immediate action, the children's social care emergency out of hours team should be contacted, or the police.

If a police officer receives an allegation that is not a crime, they should report it to the Public Protection Unit through the Child Protection Notice (CPN) pathway.

If police receive information relating to an allegation that does not meet the threshold for criminal investigation, then the concerns will be reported via the public protection unit Supervisor and a decision made in respect of threshold for Designated Officer referral via public interest disclosure.

The Designated Officer and the designated senior manager (e.g. Head of Service) should assess whether there is evidence that the allegation is demonstrably unfounded (please see Appendix 1 and chapter 5.5).

If the allegation is not demonstrably false and there is cause to suspect that a child is suffering or is likely to suffer significant harm, the Designated Officer should immediately refer to the Children and Families Hub and a strategy meeting/discussion convened.

If the allegation highlights that a crime has taken place, the Designated Officer will refer directly to the States of Jersey Police. The decision made by the police will be reported back to the Designated Officer as soon as possible.

Following any referral to the police and/or social care there will be one of four potential outcomes:

- Joint investigation with police and children's social care
- Single investigation by children's social care
- Single investigation by the police
- Internal investigation with Designated Officer oversight

Following it being established if a criminal investigation and/or social care assessment will take place, the Designated Officer will co-ordinate a strategy meeting to discuss next steps and share information.

For cases being assessed under Article 42 of [Children \(Jersey\) Law 2002](#), the Designated Officer will attend any meetings called and chaired by the relevant social care manager.

5.2 Allegations against staff outside of the workplace

If an allegation is about a member of staff but takes place outside of their work with children, the principles outlined in these procedures still apply. These concerns will be reported to the police or social care.

If an allegation or concern arises about the behaviour of a member of staff outside of their work, and this may present a risk of harm to children for whom the member of staff is responsible, the general principles outlined in these procedures still apply.

The evaluation or strategy meeting/discussion should decide whether the concern justifies approaching the employer for further information and/or inviting the employer to a further evaluation or strategy meeting/discussion about the possible risk of harm.

The Article 42 strategy meeting should decide whether the concern justifies:

- A referral to the Designated Officer
- Approaching the member of staff's employer for further information, in order to assess the level of risk of harm, and agreement of who will make this approach
- Inviting the employer to a further Article 42 strategy meeting to support them in understanding, managing and dealing with any possible transferable risk of harm
- If an allegation of abuse is against someone closely associated with a member of staff, and there is the risk of harm by association to children for whom the member of staff is responsible, a further strategy meeting should be convened/held

5.3 Disciplinary action

Where a strategy meeting decides that police investigation or a referral to children's social care is not necessary (or an investigation is complete, or there is no charge or prosecution), the Designated Officer and the designated senior manager should discuss whether disciplinary action is appropriate. In the case of supply, contract and volunteer workers, normal disciplinary procedures may not apply. In these circumstances, the Designated Officer and employer (organisation contracting the agency) should support the providing agency in their investigation.

In addition, the organisation contracting the worker will decide whether to continue to use the person's services, or provide future work with children, and with the Designated Officer decide, whether to make a report to the DBS or regulatory body.

The agency will follow the principles followed by any other employer in their internal investigation.

5.4 Allegation meeting/discussion

Where an allegation meeting is considered appropriate, it will be called. However, if there is an Article 42 of the [Children \(Jersey\) Law 2002](#) assessment and review meetings held as part of this, this process will take precedence for the agenda and the allegation will be considered within the scope of that process. In these cases, the social care manager will chair the meeting.

For all other meetings the Designated Officer (the chair) will consider inviting from the following list of possible participants:

- Relevant social worker and their manager
- Supervising social worker and their manager when an allegation is made against a foster carer or prospective adopter
- Detective sergeant
- The designated and/or named safeguarding children health professional (CCG) when an allegation concerns a health agency worker /professional
- Designated senior manager for the employer concerned
- Where there is multiple employments, representatives from each employer
- Human resources representative
- Relevant professional bodies

The Allegations Management Meeting will be chaired by the Designated Officer (or their nominated representative) and those present will need to:

- Share all relevant information about the person who is the subject of the allegation and about the alleged child victim
- Plan the investigation/enquiries and set timescales for tasks to be undertaken or receive information about enquiries and investigations that have been already agreed prior to a meeting between the Designated Officer and senior manager
- Consider whether any other children are affected by the allegations e.g., the persons own children or other children in the agency setting for example children placed with foster carers, child-minders, a youth club, grandchildren
- Determine any action that needs to be taken in respect of any other children identified
- Decide how regular information and support will be provided to the child and family and by whom
- Ensure that the person who is the subject of the allegation is kept informed and supported
- Plan all interviews and agree who should undertake them so that there is no confusion between a criminal investigation, Child Protection Assessment and disciplinary processes
- Consider whether the circumstances suggest that the person who is subject to the allegation should be suspended from contact with children, to inform the employers decision about this issue (including whether a foster carer's approval should be suspended and the implications for other children in the placement); this may change as the investigation progresses and should be reviewed regularly
- Consider the need to develop a media strategy

Review meetings will:

- Review the actions from the prior meeting
- Seek updates from relevant parties and share information
- Review the support offered to the young person and the subject of the allegation
- Consider how messages are managed with media and other parties
- Set any further actions required

To conclude an Allegations management episode the line manager and Designated Officer should ensure that all tasks have been completed, including any referrals to the DBS if appropriate, and, where appropriate, agree an action plan for future practice based on lessons learnt.

The professionals involved should take in to account the following definitions when determining the outcome of allegation investigations:

- **Substantiated:** there is sufficient identifiable evidence to prove the allegation
- **False:** there is sufficient evidence to disprove the allegation; and suggest that it was falsely made
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive
- **Unsubstantiated:** this is not the same as a false allegation. It means that there is insufficient evidence to either prove or disprove the allegation; the term therefore does not imply guilt or innocence
- **Unfounded:** the allegation is not based on fact and there is no substance to the allegation

All relevant professionals must keep their relevant senior officer with responsibility for allegations and the Designated Officer informed of any developments in the case.

Children's Social Care should not close a case in which the Designated Officer is involved without consulting them. The senior officer with responsibility for allegations must ensure that the Designated Officer is aware of the outcomes of the actions within the allegation's management process, and the Designated Officer and senior officer with responsibility for allegations must ensure the child/young person and any other professionals who have been involved are aware of the outcome.

Following the conclusion of an allegations management episode that involves foster carers, a household review of the placement and carers should be undertaken by the Supervising Social Worker. This is in accordance with [Standard 11 of the Fostering Services: National Minimum standards \(2011\)](#)

In cases of dismissal, the Disclosure and Barring Service (DBS) must be informed by the senior officer with responsibility for allegations.

5.5 Unsubstantiated, false and malicious allegations

False and malicious allegations are rare and may be a strong indicator of abuse elsewhere which requires further exploration. If an allegation is demonstrably false, or considered to be malicious, the employer, in consultation with the Designated Officer, should refer the matter to children's social care.

If it is established that an allegation is malicious, that is has been deliberately invented, the Designated Officer and employer will consider if the police should be asked to review the case and consider what action may be appropriate.

5.6 Referral to the Disclosure and Barring Service (DBS)

The Jersey Vetting Bureau (JVB) closed on 1st January 2019. This was the only Registered Umbrella Body in Jersey to facilitate access to DBS in the UK. The same process can be achieved by using one of the 900+ registered umbrella bodies in the UK.

The DBS was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). The relevant legislation is set out in the Protection of Freedoms Act 2012.

If an allegation is substantiated and the person is no longer working in their position (either through dismissal or resignation or some other means), the Designated Officer should discuss with the employer whether a referral should be made to the DBS.

The duty to make a referral to the DBS may not be triggered by temporary suspension, it depends on if there is sufficient information to meet the referral duty criteria. Following investigation, if the person is returned to a position working in regulated activity with children or vulnerable adults then there may not be a legal duty to make a referral. But, if a decision is made to dismiss the person or remove them from working in regulated activity, a referral needs to be made.

You must make a referral when both of the following conditions have been met:

Condition 1

You withdraw permission for a person to engage in regulated activity with children and/or vulnerable adults. Or you move the person to another area of work that isn't regulated activity.

This includes situations when you would have taken the above action, but the person was re-deployed, resigned, retired, or left. For example, a teacher resigns when an allegation of harm to a student is first made.

Condition 2

You think the person has carried out one of the following:

- Engaged in relevant conduct in relation to children and/or adults. An action or inaction has harmed a child or vulnerable adult or put them at risk or harm; or
- Satisfied the harm test in relation to children and / or vulnerable adults, e.g., there has been no relevant conduct but a risk of harm to a child or vulnerable still exists; or
- Been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence

Relevant conduct for children is:

- endangers a child or is likely to endanger a child
- if repeated against or in relation to a child would endanger the child or be likely to endanger the child
- involves sexual material relating to children (including possession of such material)
- involves sexually explicit images depicting violence against human beings (including possession of such images)
- is of a sexual nature involving a child.

A person's conduct endangers a child if they:

- harm a child
- cause a child to be harmed
- put a child at risk of harm
- attempt to harm a child
- incite another to harm a child

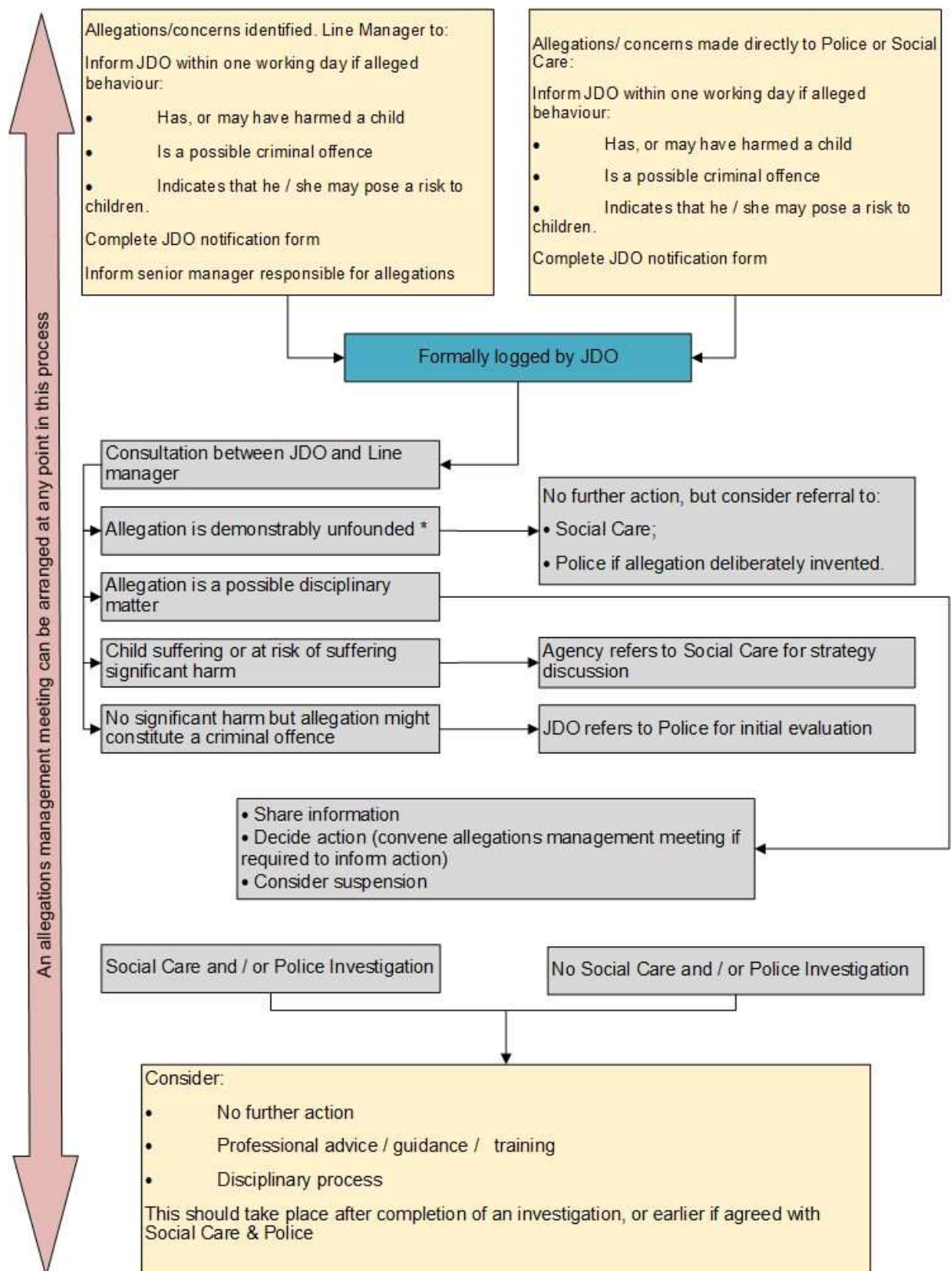
5.7 Record keeping

Details of allegations that are found to have been malicious or unfounded should be removed from personnel records. However, for all other allegations, it is important that a clear and comprehensive summary of the allegation, details of how the allegation was followed up and resolved, and a note of any action taken, and decisions reached, is kept on the confidential personnel file of the accused, and a copy provided to the person concerned.

The purpose of the record is to enable accurate information to be given in response to any future request for a reference, where appropriate. It will provide clarification in cases where future DBS checks reveal information from the police about an allegation that did not result

in a criminal conviction and it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period. All records should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.

Appendix A





STRICTLY CONFIDENTIAL

ALLEGATIONS OR CONCERN ABOUT A PERSON WORKING WITH CHILDREN

This form has been designed to help all agencies working with children record and refer information when it has been alleged that a person who works with children has:

- Behaved in a way that has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates she or he may pose a risk of harm to children

If the child is at immediate risk of harm, do not use this form and instead contact the emergency services on 999 and/or the Children and Families Hub on 01534 519000

If this referral relates to a staff or volunteer member who only works with adults, please refer to the [adult guidance](#)

Please send the completed form to jdo@health.gov.ie

About you (the person making the referral). If you do not provide your details, we will be unable to respond and process this referral

Your full name (referrer)	
Your phone number	
Your email address (if you are a professional, please use your work email address)	
Name and address of your workplace	
Your role	
What is your relationship to the adult that the allegation is about?	

About the child (ren)

Name	
Date of birth	
Address	
Legal status	
Ethnicity	
Does the child have a Social Worker?	
Relationship to the adult whom the allegation is about	
Parents names	

About the adult involved. Please provide as much information about the adult as you can.

Full name	
Date of birth	
Full Home address	
Ethnicity	
Job role	
Agency or Department	

Details of the allegation (to include name of professional reporting if not you, date, time, detail of allegation and other professional (s) involved)

--

Does the professional have their own children / grandchildren? Please give details below.		
Name	Date of Birth	Does the child live with the adult? Do they have contact?

Does the professional work with children or adults at risk in any other capacity?		
Agency	Role	Contact details

<p>Do you believe that the individual concerned poses a current risk of significant harm to children and young people in your organisation? <i>(Please provide rationale for your yes / no answer)</i></p>	
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Form completed by:	
Date:	

Section 2

SECTION 2 – RECORD OF ACTIONS

To be completed by Referrer and Designated Officer

[illegible]

SECTION 3 – OUTCOME

To be completed by the Jersey Designated Officer

The following definitions should be used when determining and recording the outcome of an allegation investigation:

- **Substantiated:** there is sufficient evidence to prove the allegation
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive
- **False:** there is sufficient evidence to disprove the allegation
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation. The term therefore does not imply guilt or innocence.
- **Unfounded:** there is no evidence or proper basis which supports the allegation being made, in some cases the person making the allegation misinterpreted the incident or was mistaken by what they saw.

Outcome of the allegation		
Reasons:		
Date of outcome		
Name of Jersey Designated Officer and signature		
Name of HR representative		
Name of Safeguarding Lead and department		
Name of any other involved professionals, designation and department		
Letter sent to referrer, detailing outcome date.		

Additional notes:

- A summary of this record should be given to the individual whom the allegation has been made against, after appropriate redacting has been undertaken.
- A copy of this record should be kept on the individual's personal file.
- A copy of this record will be retained by the Designated Safeguarding Officer for the department.

The purpose of the record is to:

1. Keep an accurate record of all relevant information, actions and the outcome.
2. enable accurate information to be given in response to any future request for a reference, where appropriate,
3. provide clarification in cases where future DBS checks reveals information from the police about an allegation that did not result in a criminal conviction, and
4. it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces in the future.