

**PEMBROKESHIRE COUNTY
COUNCIL
CYNGOR SIR BENFRO**



**GUIDANCE ON THE USE OF RISK MANAGEMENT
ASSESSMENTS RELATING TO ALLEGATIONS OF
PROFESSIONAL ABUSE**

**May 2012
Revised July 2016**

Risk Assessment/Risk Management Guidance for Suspensions

Allegations against Professionals who work with children/young people

The purpose of this guidance is to support Head Teachers/Line Managers to assess and advise on the potential risks resulting from an allegation against a member of staff in deciding whether to suspend the individual as a precautionary measure while an investigation takes place.

This guidance is produced in line with 'The All Wales Child Protection Procedures 2008; Safeguarding Children – Working Together under the Children Act 2004; Safeguarding Children in Education, Annex 1 to the Disciplinary Procedure and Handling of allegations of abuse made against adults who work with children and young people local procedures 2013.

Underlying Principles:

the welfare of the child is paramount;
the importance of the employer's duty of care to staff and their welfare;
previous positive knowledge of staff and/or child should not deter from following procedures.

Process/Communication

- Step 1: an immediate referral to CCAT is made by the head teacher/chair of governors/line manager/child protection designated teacher regarding suspected professional abuse. If an allegation of assault or injury the police may be contacted.
- Step 2: a strategy discussion takes place between Police and Social Care in respect of the child.
- Step 3: CCAT informs Designated Officer for Managing Professional Allegations (DOMPA) and the HR Manager for Safeguarding & Education Services immediately a referral is received in respect of a professional employed by PCC.
- Step 4: immediate discussions take place between the HR Manager for Safeguarding & Education Services and the Head Teacher/Line Manager/Chair of Governors to assess the risk in terms of the professional remaining in work.
- Step 5: the Risk Assessment Matrix for Suspensions to be completed to evidence the decision whether or not to implement precautionary suspension or alternatives to suspension [copy MUST be sent to HR Manager for Safeguarding & Education Services]
- Step 6: where suspension is implemented verbal notification to employee is followed by letter [copy MUST be sent to HR Manager for Safeguarding & Education Services].

NB: steps 1 to 6 should be undertaken as soon as possible or at the latest within 24 hours of the allegation being made.

When using the Risk Assessment Matrix, the following questions should be considered:

- what are the risks to the subject child?
- what are the risks to other children?
- what are the risks to the school/business unit and other employees?
- what are the risks to the subject employee?

RISK ASSESSMENT FOR SUSPENSIONS

Managers/Head Teachers should consider, whether immediate suspension of the individual employee may be required in order to safeguard any child/vulnerable adults, having taken into account any advice from the Local Authority Designated Officer/Adult Safeguarding Team as appropriate

Suspension should only be considered if one or more of the following apply:

- It appears to be necessary to exclude the member of staff from the school for the protection of the child or vulnerable adult, other staff or property or the orderly conduct of the school/service area; or
- The continued presence at work of the member of staff would be an obstacle to proper investigation of the allegations made against that member of staff; and
- There is no other suitable option available – eg: restricting the duties of the member of staff.

(Staff Disciplinary Procedures in Schools, NAFW 4S/2004)

Name of Employee:

Designation:

School/Department:

The following factors need to be considered:

Incident: Duration and frequency of alleged abuse Degree of threat or cohesion Extent of premeditation Degree and nature of harm	
Information regarding staff member: Previous concerns	

<p>Previous allegations</p> <p>Attitude to allegation</p> <p>Contact with child/vulnerable adult</p> <p>Job responsibilities</p> <p>Experience</p> <p>Training</p> <p>Last DBS outcome</p> <p>References</p>	
<p>Information regarding the child/vulnerable adult:</p> <p>Age and level of understanding</p> <p>Additional learning needs and vulnerability</p> <p>Impact on health and development</p> <p>Previous allegations</p>	
<p>Information regarding the parent/carer:</p>	

<p>Attitude to allegation</p> <p>Previous allegations</p>	
<p>Policy and procedures:</p> <p>Policy/procedure in place?</p> <p>Degree of compliance</p> <p>Training</p>	
<p>Has a referral been made to the Designated Officer for Managing Professional Allegations, Integrated Safeguarding Team</p>	<p>YES/NO [delete as appropriate]</p> <p>Outcome of initial referral – is this matter being considered under Part 4 of the All Wales Child Protection Procedures/All Wales Policy and Procedures for the Protection of Vulnerable Adults (POVA)</p>

Decision to suspend: NOT TO SUSPEND/TO SUSPEND

Date of decision:

Name and designation of responsible manager