

## Remedy Recruitment Group Ltd

### Allegations and Misconduct Policy

#### Purpose

This policy outlines how Remedy Recruitment Group Ltd manages allegations and concerns of misconduct in a manner that is fair, consistent, timely, and centred on the safety and welfare of children and young people. It ensures compliance with statutory safeguarding duties and promotes a culture of accountability and transparency.

The aims of this policy are to:

- Protect children and young people from harm
- Ensure allegations are handled appropriately and lawfully
- Safeguard the rights of all individuals involved
- Promote a culture of openness, accountability, and safeguarding

#### Scope

This policy applies to:

- All employees, agency workers, contractors, and volunteers
- Individuals representing or acting on behalf of the organisation
- Conduct occurring inside or outside the workplace where safeguarding relevance exists

#### Legal and statutory framework

This policy complies with the following legislation and statutory guidance (England):

- Working Together to Safeguard Children (2023)
- Children Act 1989 and Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Police Act 1997 (DBS framework)
- Education Act 2002 (where applicable)
- Keeping Children Safe in Education (2024)
- Data Protection Act 2018 and UK GDPR
- Human Rights Act 1998
- Equality Act 2010
- Employment Rights Act 1996
- Public Interest Disclosure Act 1998 (whistleblowing)

## Working together to safeguard children 2023

*Working Together to Safeguard Children 2023* is statutory guidance issued by the Department for Education. It sets out how organisations and agencies must work together to safeguard and promote the welfare of children.

In line with this guidance, the organisation:

- Takes a child-centred approach to safeguarding
- Recognises safeguarding as everyone's responsibility
- Works collaboratively with local authority children's services, police, health services, and other partners
- Shares information appropriately and lawfully to protect children
- Acts promptly on concerns and allegations

## Definitions

### **Allegation:**

A concern or claim that a person working with children has:

- behaved in a way that has harmed, or may have harmed, a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child in a way that indicates they may pose a risk of harm; or
- behaved in a way that breaches professional standards or codes of conduct.

### **Misconduct:**

Behaviour that breaches organisational policies, codes of conduct, or professional expectations, including safeguarding-related concerns.

### **Low-level concern (KCSIE 2024)**

- Behaviour inconsistent with the Code of Conduct but not meeting the threshold for an allegation

### **Position of trust (Sexual Offences Act 2003)**

- A role involving responsibility or authority over children requiring strict professional boundaries

## Principles

All allegations and misconduct concerns will be handled in line with the following principles:

- The welfare of the child is paramount
- Fairness and natural justice for all parties
- Confidentiality on a need-to-know basis
- Timely, transparent and evidence based decision making and proportionate action
- Protection from victimisation or retaliation for those raising concerns in good faith

## Reporting allegations

All staff, volunteers, and others have a responsibility to report concerns.

Allegations should be reported immediately to:

- The Designated Safeguarding Lead (DSL), or
- A senior leader / safeguarding officer or manager

If the allegation concerns the DSL or senior leadership, it must be reported directly to:

- The Chair of Governors / Trustees or
- The Local Authority Designated Officer (LADO)

LADO referrals must be made within one working day, in line with statutory guidance.

## Initial response and risk assessment

Upon receiving an allegation, the organisation will:

- Record the concern accurately and promptly
- Assess immediate risk to the child or others
- Take appropriate interim measures where necessary
- Consider whether the concern meets the threshold for referral to:
  - Children's Social Care
  - Police
  - Local Authority Designated Officer (LADO)

This approach reflects *Working Together to Safeguard Children 2023*, which requires prompt, proportionate, and coordinated responses to safeguarding concerns.

## Information sharing and multi-agency working

In line with *Working Together to Safeguard Children 2023*:

- Information will be shared lawfully, proportionately, and in a timely manner

- The organisation will cooperate fully with multi-agency safeguarding processes
- Decisions not to share information will be clearly recorded with reasons

Information may be shared under the lawful bases of:

- Public task
- Vital interests
- Legitimate interests

### **Investigation process**

Where appropriate:

- Investigations are fair, impartial, and evidence-based
- The individual is informed of the allegation unless advised otherwise by statutory agencies
- They are given an opportunity to respond
- Suspension is considered only where necessary and not as a default action
- The right to representation is upheld
- Regular updates are provided, at least every four weeks

### **Outcomes**

Possible outcomes include:

- No further action
- Additional training or supervision
- Formal disciplinary action
- Dismissal or termination of role
- Referral to external bodies (e.g. DBS, professional regulators, police)

DBS referrals are a legal duty where an individual is removed from regulated activity due to safeguarding concerns.

All decisions will be documented and justified.

### **Support for those involved**

The organisation recognises the impact allegations can have and will:

- Provide appropriate support to children and families
- Offer welfare support to staff or volunteers involved
- Signpost to external support services where appropriate

## Record keeping

Records will be:

- Accurate, factual, confidential and securely stored
- Retained for at least 10 years or in line with statutory requirements
- Accessible only to authorised personnel

## Review of policy

This policy will be reviewed:

- Annually
- Following changes to legislation or statutory guidance
- After any serious safeguarding incident

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