



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

ALLEGATIONS POLICY

Rationale

The welfare and wellbeing of tutors and students is of paramount importance to us, and we take our safeguarding responsibilities seriously. We fully endorse the principles of safeguarding and recognise that any allegation that a tutor may have harmed a student must be taken seriously, investigated thoroughly, and managed fairly, ensuring that neither the tutor nor the student is prejudiced during the process.

We recognise that allegations can occur in any organisation. We have a duty of care to both tutors and students and will ensure that any allegation is handled in a timely, fair, and confidential manner in line with statutory safeguarding guidance.

We will comply with Local Authority Designated Officer (LADO) procedures for managing allegations against adults working or volunteering with children in all circumstances. Any allegation made about the Company Director will be referred to the LADO for independent oversight. Where required, oversight may also involve the **Inclusion and Alternative Provision Team**.

Appropriate support will be provided for any tutor who is subject to an allegation, including a named contact if they are suspended. We will also ensure that students and families are supported appropriately throughout any process.

Aims

This policy contributes to safeguarding children and promoting their welfare by ensuring that we:

- Deal with allegations promptly, fairly, and with professional judgement
- Manage and minimise stress associated with the allegation process for all parties
- Support tutors throughout any investigation process
- Inform tutors of concerns or allegations as soon as possible, unless restricted by the Local Authority or police
- Inform parents or carers where appropriate and in line with safeguarding guidance
- Provide ongoing updates to parents or carers where appropriate
- Ensure allegations are investigated confidentially and without delay
- Take appropriate action where allegations are found to be false or malicious, including termination of tuition provision where necessary



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Practice

If a child makes an allegation or raises a concern about a tutor, visitor or volunteer, the Company Director, Nigel Jones, should be informed immediately. Where the allegation meets safeguarding thresholds, the Local Authority Designated Officer (LADO) will be contacted at the earliest opportunity and within 1 working day where it is alleged that a person working 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
- Behaved in a way that indicates he or she may pose a risk of harm to children

The Inclusion and Alternative Provision Team and/or the Designated Safeguarding Lead should also be notified of any inappropriate behaviour.

Inappropriate behaviour by tutors could take the following forms:

• Physical

For example, the intentional use of force as a punishment, slapping, use of objects to hit with, throwing objects or inappropriate physical handling.

• Emotional

For example, intimidation, belittling, scapegoating, sarcasm, lack of respect for children's rights, and attitudes that discriminate on the grounds of race, gender, disability, or sexuality. Excessive or aggressive shouting.

• Sexual

For example, sexualised behaviour towards peers, sexual harassment, sexual communication including via social networking, email, text, grooming behaviour, sexual assault, and rape.

• Neglect

For example, failing to act to protect a child or children, failing to seek medical attention or failure to meet a child's basic needs.

• May Pose a Risk

Behaviours that may take place outside of the workplace that present a transferable risk in their professional role with children. For example, alleged perpetration of domestic abuse, offences demonstrating a sexual interest in children, abuse or neglect of their own children, or behaviours that are incompatible with a professional role working with children.

If a child makes an allegation of physical or sexual abuse against an adult that works with children and there are visible bruises, marks or injuries, Child Protection procedures will be



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The Company Director will not carry out the investigation themselves or interview students.

Where an allegation has been made against the Company Director, the Local Authority Designated Officer (LADO) will determine the appropriate way forward. If required, the **Inclusion and Alternative Provision Team** may provide oversight where appropriate arrangements are needed.

It is essential that any allegation of abuse made against a tutor or other member of staff is dealt with quickly, fairly, and consistently, ensuring effective protection for the child while also providing appropriate support to the person who is the subject of the allegation.

The framework for managing allegations is set out in **Working Together to Safeguard Children (2023)**, which provides guidance on inter-agency working and is relevant to sections 157 and 175 of the Education Act 2002.

The LADO can be contacted on **01582 548069**.

Where required, a referral will be completed and submitted within 1 working day.

We will engage fully with the LADO at all stages of the allegation process and comply with statutory guidance including **Keeping Children Safe in Education (2024)** and local safeguarding partnership procedures. Suspension may be considered where necessary as a neutral safeguarding measure; however, all reasonable alternatives to manage risk will be considered before suspension is applied.

References

- Children Act 1989
- Children Act 2004
- Education Act 2002 (Section 157 and Section 175)
- Department for Education: Keeping Children Safe in Education (2024)
- Department for Education: Working Together to Safeguard Children (2023)
- Local Safeguarding Children Partnership (LSCP) Procedures

Appendices

Appendix 1: Guidance Flow Chart (Page 5)



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Review

N K Jones
September 2026

Review Date
September 2027



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Appendix 1

GUIDANCE FLOWCHART

If you become aware that a tutor or volunteer may have:

- 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 in a way that indicates he or she may pose a risk of harm to children

The child and/or alleged abuser **SHOULD NOT** be questioned but a record made of what has been reported. Please report immediately to your senior manager, unless there is clear safeguarding reason not to do so. The manager must:

Contact the Local Authority Designated Officer (LADO) on 01582 548069 within 1 working day.

Please call one of the following numbers:

Local Authority Children's Safeguarding Team

01582 547653
08702 385465

The LADO will:

1. Consider the relevant facts and concerns regarding the adult and child or children, including any previous history.
2. Decide on next course of action – usually straight away, sometimes after further consultation with other multi-agency parties such as the Police and HR (where applicable).

If the allegation threshold is met, a strategy meeting will normally be held either by phone or in person. Normally a senior manager, the LADO, HR (where applicable), Police, and Social Care are invited to attend. Relevant information is shared, risks to children are considered and appropriate action agreed – e.g., child protection and other enquiries, disciplinary measures, or criminal proceedings. A record of the meeting will be made, and further meetings held regularly until a conclusion is reached.

If the allegation threshold is **NOT** met, the LADO will agree with you an appropriate response (e.g. for the agency to undertake further enquiries or undertake an internal investigation).