

## **IDTA procedural statement regarding allegations against IDTA members or IDTA staff.**

### **Allegations of harm:**

This procedure is to be read in conjunction with the IDTA safeguarding children policy.

It is essential that any allegation of abuse made against a person who works with children and young people in any role, including those who work in a voluntary capacity, are dealt with fairly, quickly and consistently, in a way which provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

We do this to:

- Ensure that allegations are dealt with quickly and in a fair manner.
- Prevent unsuitable people from working with children and young people.
- Promote safe practice and challenge poor / unsafe practice.
- Contribute to effective partnership working.

This guidance document relates to all those who have association with the IDTA for example and not exclusively:

- IDTA staff
- IDTA member teacher and examiners
- The Board of Directors
- Volunteers, chaperones and assistants at the schools of IDTA member teachers,

This document concerns all those who work with, for or represent the IDTA and who work in positions of trust.

The managing allegations procedure is applicable where it is believed that an individual may have:

- behaved in a way that has harmed 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 they may pose a risk of harm to children.

for example:

- there are concerns about a person's behaviour or conduct in their personal or professional life that might indicate their unsuitability to work with children.
- concerns arise about a person's behaviour with regard to his / her own children and if they/ their child have been subject to a child protection investigation.
- concerns arise about behaviour in the private or community life of an individual, their partner, member of their family or other household member.
- or where there are concerns relating to inappropriate relationships between those who work with children or young people as outlined in the Sexual Offences Act 2003

There are several sources from which a complaint or an allegation might arise, some examples include:

- directly from a child
- from a parent or other adult
- from Police or local authority children's social care
- from a member of the public
- from concerns generated through a professional relationship for example another dance teacher raises a concern.
- disclosed anonymously or disclosed online.

### **How concerns are raised and shared:**

All allegations should be raised to the IDTA using the email [safeguarding@idta.co.uk](mailto:safeguarding@idta.co.uk) All complaints should be raised to [info@idta.co.uk](mailto:info@idta.co.uk).

When a complaint is raised it will be assessed for safeguarding concerns and all safeguarding concerns will be shared as soon as possible with the IDTA designated safeguarding lead.

Any safeguarding or child protection aspects will be explored initially by the IDTA safeguarding lead and shared with the IDTA CEO and / or president as appropriate. Except for if the concern relates to either of these parties in which case it should be shared by the DSL with an alternate appropriate director who will allocate an appropriate and impartial individual.

It is a necessary condition of membership that all IDTA members will comply with any and all requests for information from the DSL to ensure all matters are addressed effectively and necessary to maintain membership that all actions and recommendations from the IDTA DSL / CEO or President are followed to ensure ongoing safety. This is the case in both a situation where the IDTA enquire regarding a complaint

that includes safeguarding themes or concerns and where the IDTA enquires as part of a Local authority process into an allegation.

If it is believed that a child has or could have been harmed by a professional the IDTA will share the information with the relevant LADO (the local authority designated officer in the area from which the concern has originated).

Where there are concerns about significant harm or immediate harm and the incident has occurred outside of working hours the appropriate area emergency duty team/ front door social care team or the police should be informed immediately.

**In all cases the information shared and those it has been shared with should be recorded:**

Keep a clear and comprehensive record of any allegations made including:

- events leading to the allegation or concern.
- circumstances and context of the allegation
- details of any actions taken
- details of any decisions reached.
- final outcome

These records will be kept by the IDTA

**Process:**

The Designated safeguarding lead will discuss concerns with the LADO as required.

Where the designated safeguarding lead, LADO and or police feel it is appropriate, the membership of the individual who has been accused will be temporarily suspended pending further exploration / investigation. In exceptional circumstances it may also be necessary for other members to be suspended, due to the construct of a school or community or suspected collusion between individuals.

This is for the safety and welfare of both the children in the care of that individual and also the individual. Suspension is a non-accusatory act and will be made based on the advice and information provided by the LADO/ Police. Suspension will be made where:

- there is cause to suspect a child or children are at risk of significant harm.
- the allegation warrants investigation by the Police.
- Or there are other circumstances relating to the particular case that warrant suspension.

Suspension can never be considered neutral as it fundamentally alters the nature of the relationship between the suspended individual and the organisation, which will always impact the findings of any safeguarding enquiry or investigation. As such suspension should not be viewed as a standard approach to allegation management but used sparingly and only in circumstances and situations where suspension will genuinely reduce risk of harm or is necessary for management of reputational risk.

**At this point further information should be shared:**

If the parents/carers of the child are not already aware of the allegation the IDTA in consultation with colleagues in the Police and Social Care, will decide when and how to do this. Parents / Guardians and children should be supported to understand the process. Wherever possible the IDTA safeguarding policy should be followed and parents should be made aware of all information sharing as soon as possible.

The IDTA will seek advice from the LADO / Police about how much information should be disclosed to the referred person. Subject to the restrictions on the information that can be shared, the IDTA should as soon as possible inform the referred person about:

- the nature of the allegation,
- how enquiries will be conducted
- the possible outcome.

**The referred individual should:**

- be treated fairly and honestly and helped to understand the concerns expressed and processes involved.
- be provided with support throughout the investigative process and be advised to seek appropriate support.
- be kept informed of the progress and outcome of any investigation and the implications for any IDTA process and be given a named point of contact in the organisation, usually the designated safeguarding lead.

If an allegation or concern arises about an IDTA member outside of their work with children 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 will still apply. If the member lives in a different authority area to that which covers their workplace, liaison should take place between the relevant agencies in both areas.

**Actions and outcomes:**

If position of trust / strategy meetings are required an IDTA representative, usually the IDTA designated safeguarding lead will attend to ensure the IDTA is fully aware of any issues that may affect the association or its membership. The purpose of such meeting is not to prove innocence of guilt but to establish an individual's suitability to work with children and to consider appropriate safeguards.

Following completed social care/ police process or internal enquiry a decision must be made by CEO and / or president of the IDTA supported by information for the DSL as to whether the individual should retain their IDTA membership status, in accordance with the terms of the IDTA code of conduct. In certain circumstances it may be necessary for the Board of Directors to be advised by the CEO/ President on recommendations from the LADO / police and internal recommendations and the decision made.

Where the decision is made by the LADO that no further action should be taken, or the allegation is considered by the relevant authorities to be false, malicious or unfounded the suspension ban can be lifted. The individual should receive confirmation of this from the IDTA and the LADO in writing with the LADO providing the rationale for this decision.

Where the allegation is investigated, and the individual is prosecuted and convicted, or the allegation is substantiated and there are ongoing safety concerns the member's IDTA membership should be terminated in line with the code of conduct.

In certain circumstances an individual may not be prosecuted or convicted however the IDTA still reserves the right to terminate membership, for example if an allegation is unsubstantiated but there is a significant possibility of risk of significant harm or allegations are repeated and recommendations not addressed. The IDTA will, where appropriate be advised by the police and the local authority on this matter and will act in the best interest of children, young people and families, the IDTA, its wider membership and its reputation.

In circumstances where the IDTA consider an individual has breached the code of conduct in regard to safeguarding and is not fit to be an IDTA member the IDTA will inform the DBS company / appropriate national records checking agency of their decision.

Where there are concerns that do not meet the threshold for LADO involvement the IDTA DSL will explore all concerns to ensure all practice aligns with the IDTA code of conduct and IDTA safeguarding policies and best practice that all members should abide by. It is the responsibility of all IDTA members to safeguard the children in their care and uphold the high standards expected as a member of the IDTA. **Failure to adhere to the IDTA safeguarding policies and their ethos will be considered a breach of the code of conduct.**

Where disciplinary action is taken regarding a breach in conduct the rules of the code of conduct shall be followed. Conflict of interest is not permitted. Where there is a significant friendship, familial connection or the member has been trained by a director of the IDTA that director shall not be part of the conduct hearing or subsequent decision-making process regarding that individual or their school. The IDTA CEO and / or President will ensure this process. Where a conduct hearing is regarding a director the IDTA CEO and IDTA president will decide on a suitable committee for a conduct hearing. Where the concern relates to either the IDTA CEO or President the remaining

party will take responsibility for managing the allegation and ensuring fair and transparent process and conduct hearings.

IDTA member shall abide by all relevant IDTA policies and procedure and failure to do so may be considered misconduct.

### **Termination of membership:**

If an allegation is made against a member and that member voluntarily terminates their membership this does not mean the allegation should not be raised, Information must still be shared with the Local authority designated officer.

### **Information sharing and consent:**

Every effort should be made to maintain confidentiality and guard against unwanted publicity whilst an allegation is being investigated or considered. Information should be restricted to those who have a need to know in order to protect children, facilitate enquiries and manage disciplinary processes.

Consent should be sought for all information shared, in accordance with the IDTA safeguarding policy, where it is safe and appropriate to do so.

This procedure will be reviewed annually:

This policy was written by Victoria Race on the 23/05/2025

### **Appendix I:**

Where membership is suspended pending the outcome of an investigation or enquiry:

- Suspension will apply from the date and time the notification of suspension was sent to the member.
- This would mean for example that previously booked exam sessions could still operate in circumstances where the police and or local authority deem it appropriate and safe to do so but additional examination sessions could not be applied for.
- The decision to honour existing exam sessions or competition entry's will be made by the IDTA in circumstances where it is believed to be safe to honour these applications to ensure that pupils are not disadvantaged by any ongoing investigation.

- Where it is considered unsafe or inappropriate for a school or teacher to host an exam session the IDTA will attempt where possible to accommodate vocational students at intermediate and above through open sessions, so their prospects are not negatively impacted.
- Where a suspension is made this applies to all areas of IDTA involvement such as attendance at regional events or guest lecturing on behalf of the IDTA. It is the responsibility of the individual to ensure they do not attend as this will ensure their confidentiality is maintained and area representatives do not have to be informed.
- The IDTA does not encourage risk taking regarding the safety of children and as such retains the right to withhold any membership activity which we believe could cause increased risk to children and young people.
- In the event of membership suspension membership fees will not be waived.