



# MANAGING ALLEGATIONS AGAINST STAFF/VOLUNTEERS AND LOW-LEVEL CONCERNS POLICY

Policy Owner	Publish Date	Review Date	Category of Policy
Sarah Bloomer	April 2025	April 2026	Required (with statutory elements)

## Associated Documents

Policy Links	Guidance Links
<ul style="list-style-type: none"><li>• Safeguarding and Child Protection Policy (sections 8 &amp; 9)</li><li>• Disciplinary Policy</li><li>• Code of Conduct</li><li>• </li></ul>	<ul style="list-style-type: none"><li>• Keeping Children Safe in Education</li><li>• EFL Safer Working Practice</li><li>• Information Sharing Advice (DfE)</li><li>• LADO Harm Threshold</li><li>• FA Threshold Document for Safeguarding Concerns</li><li>• When to report to the police</li></ul>

## **Aim**

To set out the procedure for managing allegations of abuse in compliance with statutory requirements and those of the FA, Premier League, English Football League and the Charity Commission and to set out the support available to staff and volunteers who may be the subject of an allegation of abuse.

## **Introduction**

Safeguarding and promoting the welfare of players and participants is everyone's responsibility. Everyone who comes into contact with children and their families or vulnerable adults has a role to play. This policy is part of a suite of policies aimed at protecting children and vulnerable adults from harm.

This document sets out our (Luton Town Football Club, Academy and Community Trust) procedure for managing allegations of abuse. It should be followed wherever an allegation of abuse is made, and it should be noted that that a member of staff or volunteer could be subject to an allegation even if they have not harmed a child/vulnerable adult or intended to harm a child/vulnerable adult. It is sufficient that the volunteer/staff member's conduct could pose a risk to a child or vulnerable adult.

This policy applies to all adults working for Luton Town Football Club, Academy and Community Trust (LTFC/CT), including board members and trustees regardless of where alleged abuse took place.

We recognise that allegations made against staff will cause concern and anxiety. This policy is intended to support people when these circumstances arise, through handling issues both sensitively and in a timely way.

## **Useful Contacts**

### **Staff with additional safeguarding responsibilities**

Academy Safeguarding Manager: Stuart Cornish: [stuart.cornish@lutontown.co.uk](mailto:stuart.cornish@lutontown.co.uk)

Community Trust Safeguarding Manager: Nora Moran: [nora.moran@lutontown.co.uk](mailto:nora.moran@lutontown.co.uk)

Player Care: Wayne Polson: [wayne.polson@lutontown.co.uk](mailto:wayne.polson@lutontown.co.uk)

Academy Manager: Paul Benson: [paul.benson@lutontown.co.uk](mailto:paul.benson@lutontown.co.uk)

Head of Safeguarding: Sarah Bloomer: [sarah.bloomer@lutontown.co.uk](mailto:sarah.bloomer@lutontown.co.uk)

Senior Safeguarding Leader: Jenn Smith: [jenn.smith@lutontown.co.uk](mailto:jenn.smith@lutontown.co.uk) (HR Director)

## Local arrangements and useful contacts

- **The Local Authority Designated Officer (LADO):** [LADO@luton.gov.uk](mailto:LADO@luton.gov.uk) or Paul James [Paul.James@luton.gov.uk](mailto:Paul.James@luton.gov.uk) or 01582 548069
- **Making a LADO Referral:** [Managing allegations about adults working with children referral - Before you start - Luton Council](#)
- **Luton Threshold Framework:** [Document.ashx \(luton.gov.uk\)](#)
- **Luton MASH (Multi-Agency Safeguarding Hub):** in the event a child is reported to have been *significantly harmed*, including circumstances in which a child has received a mark or injury, you must contact the MASH on **01582 547653**.
- **Police:** If a child is in *immediate danger*, telephone **999** and request the Police. To contact the police to discuss a child protection or safeguarding concern, when a child is not in immediate danger, telephone 101 or contact the Luton police online at [Contact us | Bedfordshire Police \(beds.police.uk\)](#)
- **Reporting concerns about children or adults:** [Safeguarding Bedfordshire - Report a concern about an adult](#)
- **All services for children and adults:** [Safeguarding Bedfordshire - Safeguarding Bedfordshire home page](#)
- **Luton Safeguarding Partnership:** [Safeguarding children \(luton.gov.uk\)](#)

## Football Specific

- **The FA Safeguarding Team:** [safeguarding@thefa.com](mailto:safeguarding@thefa.com)
- **Mark Derrien, Regional Safeguarding Manager (EFL):** [mderrien@efl.com](mailto:mderrien@efl.com) (Club/Academy)
- **Tara Lawson, Regional Safeguarding Manager (EFL):** [tlawson@efl.com](mailto:tlawson@efl.com) (Community Trust)
- **The EFL Safeguarding Team:** [safeguarding@efl.com](mailto:safeguarding@efl.com)

## Reporting a safeguarding concern

Safeguarding concerns about adults should be reported directly to the Head of Safeguarding or the HR Director. For academy staff, who may find it easier to report directly to the Academy Manager first, this is also acceptable. The Academy Manager will share the information directly with the Head of Safeguarding and HR Director.

Safeguarding concerns about the conduct of the Academy Manager, board members or trustees must be reported to the Head of Safeguarding or HR Director.

Safeguarding concerns about the conduct of either the HR Director or the Head of Safeguarding must be reported to the trustee for safeguarding (issues linked to the Trust) or to the Chief Operating Officer (issues related to the Club or Academy).

## Confidentiality and information sharing

Whilst any allegation is being investigated or considered, it is extremely important that whoever is leading the investigation makes every effort to maintain confidentiality and to protect those involved by guarding against unwanted publicity.

We have a duty of care to our staff and volunteers. Failure by any staff member to keep the matter confidential would be considered under disciplinary policy.

Information will only be shared in line with statutory guidance, including UKGDPR

[DfE non statutory information sharing advice for practitioners providing safeguarding services for children, young people, parents and carers \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/622222/DfE_non_statutory_information_sharing_advice_for_practitioners_providing_safeguarding_services_for_children_young_people_parents_and_carers.pdf)

In most circumstances the Head of Safeguarding and Director of HR will be included in the group of people aware of the case. This is primarily to be able to provide advice and consideration as to whether the case meets the harm threshold and the statutory steps that we must take.

Potential agencies that we are required to refer to when thresholds are met:

Trust	LADO, Police, Children's Services, FA (EFL/PL), Trustees (critical incident reporting), DBS, TRA.
Club/Academy	LADO, Police, Children's Services, FA (EFL/PL), Club Board (critical incident reporting), DBS, TRA.

## Training

Staff will be informed about, and will be able to identify concerning, problematic or inappropriate behaviour. In order to achieve this, we will:

- ensure that staff are clear about what appropriate behaviour is, and are confident in distinguishing expected and appropriate behaviour from concerning, problematic or inappropriate behaviour – in themselves and others, and the delineation of professional boundaries and reporting lines;
- empower staff to share any low-level concerns with the named people and to help all staff to interpret the sharing of such concerns as a neutral act;
- address unprofessional behaviour and support the individual to correct it at an early stage;
- identify concerning, problematic or inappropriate behaviour – including any patterns – that may need to be consulted upon with, or referred to, the LADO;
- provide for responsive, sensitive and proportionate handling of such concerns when they are raised; and
- help identify any weaknesses in the academy/trust's safeguarding policy, systems or procedures.

## Part 2: MANAGING LOW LEVEL CONCERNS

Low-level concerns are behaviours which falls below the standard required by Professional Clubs and CCOs as set out in their Codes of Conduct. Whilst the behaviour may not be immediately dangerous or intentionally harmful it does set a poor example and may lead to harm or put a child or adult at risk in danger. To allow low-level concerns to continue unchallenged may result in an environment developing in which abuse may be able to take place. It can also normalise behaviour which is unacceptable and will not be accepted.

The FA provides a non-exhaustive list of examples of low-level concerns that we must report to them:

- When insufficient care is taken to avoid injuries (e.g. by excessive training or inappropriate training for the age, maturity, experience and ability of players)
- Allowing abusive or concerning practices to go unreported (e.g. a coach who ridicules and criticises players who make a mistake during a match)
- Allowing hazing practices to go unreported

- Placing children or young people in potentially compromising and uncomfortable situations with adults (e.g. unprofessional use by a coach on social media with young players)
- Unprofessional use of their own or the Professional Club's social media accounts
- Ignoring health and safety guidelines (e.g. wearing seat belts in club transport)
- Using foul and abusive language to children or other adults (e.g. abusive language towards match officials)
- Giving continued and unnecessary preferential treatment to certain individuals on a regular basis
- Failure to provide safe and appropriate coaching sessions whilst taking into consideration the ages of the players (e.g. overtraining and exerting undue influence over players)
- Putting performance over the safety of players
- Lack of respect for other individuals, such as match officials, opposition coaches, players, managers and spectators
- Allowing rough and dangerous play, bullying, the use of bad language or inappropriate behaviour by players
- Using punishments that humiliate or harm children
- Providing one to one coaching without any supervision or the presence of other club officials
- Allowing children to discriminate on the grounds of religion, race, gender, social class, or lack of footballing ability
- Failure to encourage children to accept responsibility for their own performance and behaviour
- Failure to challenge low-level concerns in other Club Officials
- Allowing allegations of abuse to go unchallenged or unrecorded and failing to report these concerns (e.g. bystanders of abuse)
- Failure to record incidents or accidents
- Failing to address the additional needs of disabled players or other vulnerable groups
- Allowing confidential information to be shared inappropriately
- Failure to respect and listen to the opinions of children and consider the rights and responsibilities of children
- Smoking and consuming alcohol during coaching sessions
- Consuming alcohol whilst named on duty on an official club trip
- Taking children to their own home
- Not adhering to guidance when transporting children including travel abroad

Staff who are the subject of an allegation of abuse or a low level concern have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, staff may be suspended where this is deemed to be the best way to ensure that children, vulnerable adults or the staff member are protected.

Where an allegation against an adult within LTFC is made, the allegation will be taken seriously and acted upon immediately. Parents or careers will be contacted as soon as reasonably possible. The person disclosing will be offered support and their wishes will be carefully considered before any actions related to said person begin.

Where any member of staff or any volunteer has concerns that a person has caused harm or poses a future risk of harm to vulnerable groups, including children they must act in accordance with this policy and report their concern to the Head of Safeguarding/Senior Safeguarding Leader, rather than approach their colleague themselves.

Under our duty of care for our employees, we will ensure that we provide effective support for anyone facing an allegation and provide the employee with a named contact if they are suspended.

Leaders will ensure its obligations for confidentiality when an allegation has been made.

### **Allegations and concerns- focusing on the behaviour being described**

It is important to recognise that, in practice, the words 'allegation' and 'concern' can be and are used interchangeably by different people. Sometimes individuals may shy away from the word 'allegation' and express it as a 'concern' instead. The crucial point is that whatever the language used, the behaviour referred to may, on the one hand, be capable of meeting the harm threshold (and hence be referable), or, on the other, it does not meet the harm threshold (in which case it should be treated as a low-level concern). So, the focus should not be on the language used by the person reporting it; the focus should, instead, be on the behaviour being described.

### **Retaining Low Level Concerns**

Low-level concerns will be retained in a central misconduct log by the Head of safeguarding/HR Director (securely and applying appropriate access restrictions) unless and until further guidance provides otherwise.

When a staff member leaves and/or takes up new employment, that creates a natural point at which the content of their personnel file may be reviewed to ensure it still has value (either as a safeguarding measure or because of its possible relevance to future claims) and is therefore necessary to keep. Otherwise, the file should be disposed of by the HR Director in line with the records retention policy.

This is subject to the rights of individuals to object to or seek to erase or correct records about them under data protection law.

## Low Level Concerns and References

KCSIE prohibits schools from referring to unsubstantiated, malicious or false allegations in references. Only safeguarding allegations that have been substantiated should be included in references. KCSIE states that: “where a low-level concern (or group of concerns) has met the threshold for referral to the LADO and found to be substantiated, it should be referred to in a reference.

Low level concerns (or a group of concerns) which have not met the threshold for referral to the LADO which relate only to safeguarding should not be included in references unless they relate to issues which would normally be included in a reference, for example, misconduct or poor performance.

# Part 2: MANAGING ALLEGATIONS

## External Referrals

We must refer to the LADO where there is an allegation of harm or abuse perpetrated by a member of staff or a volunteer that may meet the harm threshold; we will usually phone the LADO for advice about the allegation before making a formal referral. We would only make a referral without speaking to the LADO first if we are unable to contact the LADO with the 24hr reporting window or if the fact finding reveals that abuse has likely occurred and the threshold has been met.

**The Local Authority Designated Officer (LADO):** [LADO@luton.gov.uk](mailto:LADO@luton.gov.uk) or Paul James  
[Paul.James@luton.gov.uk](mailto:Paul.James@luton.gov.uk) or 01582 548069

**Making a LADO Referral:** [Managing allegations about adults working with children referral - Before you start - Luton Council](#)

### The harm threshold:

- 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 they may pose a risk of harm to children or to a particular child.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Where the allegation includes an element of breaking the law or where fact finding indicates that abuse has occurred, we must also inform the police immediately.



## **Responding to an allegation in a timely manner**

It is essential that any safeguarding issue, concern or allegation is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the concern or allegation.

## **Allegations against staff employed directly by Head Quarters (the Club)**

If an allegation is made about a directly employed Head Office employee which does not relate to conduct in the academy/community trust, the allegation will be dealt with by the HR Director and the Head of Safeguarding.

## **Out-of-hours allegations:**

If an allegation requires immediate attention (i.e. a child(ren) are at risk of ongoing or significant harm) but is received outside of normal office hours, the person receiving the allegation information should consult Children's Social Care emergency duty team or the Child Abuse Investigation Team (CAIT) via local Police (See section 4 for helpful contact information). The Head of Safeguarding and HR Director should also be informed as soon as possible following this action.

## **Managing an allegation - The Process**

In the first instance the HR Director, Head of Safeguarding (and Academy Manager where appropriate) will establish who should be the **case manager** and who should be the **investigating officer**.

The Head of Safeguarding will also ensure that appropriate safeguards are in place to protect any child(ren) or vulnerable adults that may be (or may have been) affected by the allegation of harm.

### **1. Fact Finding**

#### **Initial consideration of the allegation by the case manager**

The case manager should **not** investigate the allegation at this stage but should conduct an initial fact find exercise. This should be done as quickly as possible after receiving the allegation, preferably on the same day.

#### **Initial fact finding- key points**

- speak informally to those who have been involved in the allegation
- gather information to understand events and facts
- take notes but avoid asking for written statements
- check any relevant recording systems or records – including low level concerns log to establish if there are any patterns of behavior

- consult with the relevant Safeguarding Manager to ensure all potentially relevant information about the child is known
- only gather as much information as is required to ascertain whether the event could *reasonably have taken place*
- avoid straying into conducting a formal investigation

**After findings the case manager will decide if:**

- The child/vulnerable adult is alleged to have suffered, or is likely to suffer, significant harm - **this requires immediate referral to social care**
- A criminal offence is alleged - **this requires referral to the police.**
- The harms threshold has been met – **this requires a referral to the LADO/FA and Board**
- The allegation relates to poor or inappropriate or abusive behaviour and requires an investigation to be completed.
- The allegation is clearly and demonstrably without foundation. Where this is the case we must uncover why the allegation was made as it may have been malicious or a cry for help.

## **2. Police Involvement**

If the case manager deems that the accused is an immediate risk to children or there is evidence of a possible criminal offence, they may consider it necessary to involve the police before consulting the Designated Officer (LADO) and the FA. In such cases, the case manager will notify the Designated Officer (LADO) and FA as soon as practicably possible after contacting the police.

All allegations of historical abuse, or allegations about a person who no longer works for us must be reported to the police and the FA who may be able to support the police investigation with the FA database.

Wherever possible when the police are involved, the case manager will ask the police, at the start of the investigation, to obtain consent from the individuals involved to share their statements and evidence for use in our disciplinary process, should this be required at a later point.

## **3. Investigation Stage**

Following the initial fact find where the incident may have occurred, the case manager must decide if a suspension is required and appoint an appropriate investigating officer.

## **4. Suspension during an investigation**

The case manager must discuss any potential suspension with the HR Director/Head of Safeguarding prior to acting. See Appendix 1 for more information on suspension and the risk assessment.

Guidance on considerations of allegations and advice on investigation procedures can be found in the Disciplinary Policy, but advice should also be sought direct from the HR team on conducting an investigation.

At the conclusion of the investigation the possible outcomes are as follows:

- No further action
- Refer the matter to Informal management guidance and/or training (management instruction)
- Refer to a disciplinary hearing, misconduct or gross misconduct matter please refer to the Disciplinary Policy.

### **False, unfounded or malicious allegations**

If an allegation is proved to be false and/or malicious, action should be taken to determine whether the person who made the allegation is in need of services or may have been abused by someone else.

In the case of a deliberate invention or a malicious allegation, the case manager should consider talking appropriate sanction based action in addition to addressing any underlying safeguarding concerns.

If it is clear to the case manager and The Designated Officer (LADO) that the allegation is demonstrably false or unfounded the member of staff should be informed orally and in writing of the allegation, that it is without foundation and that no further action will be taken.

Where appropriate, and if requested, support should be offered, which could include occupational health and counselling services.

If an allegation made by a member of the public is shown to be deliberately invented, or malicious, the case manager will consider whether the police should be asked to consider if action against those who made the allegation might be appropriate.

If it is clear an allegation is false and /or unfounded, the accused staff member/volunteer will be informed orally and in writing that no further action will be taken. Details of allegations that are found to have been malicious should be removed from personnel records but may be retained in summary on the overview of misconduct log for reporting and analysis purposes.

## **5. Informing the individual and others**

The case manager should inform the member of staff against whom the allegation has been made as soon as possible after consulting with the LADO and Head of Safeguarding or HR Director.

If the case does not progress to a criminal prosecution and is dealt with through an internal process/policy the parents or carers will be notified of this, but due to confidentiality they **will not be given any information with regard to the outcome of any internal investigation.**

## **6. A referral to children's social care or adult services is required**

A referral is required:

- If a child/vulnerable adult has suffered, is suffering, or is likely to suffer significant or serious harm.
- An allegation of a criminal offence has been committed.
- Where there is an allegation of a sexual nature.

These referrals are managed in accordance with referral processes and thresholds established by the local safeguarding partners and detailed in our safeguarding and child protection policy.

The case manager will ensure that the safeguarding manager is aware of any allegations that might required a referral into child or adult social services.

## **7. Records**

The Head of Safeguarding (with Academy Manager or Trust Director) will record details of all allegations and low-level concerns in their misconduct log.

They must ensure that there is a secure system for record keeping of all allegations and concerns which includes both individual case records and an overview of cases over time in order to determine trends/patterns of behaviours.

Access to individual records of cases should be kept to a minimum.

A copy of an individual's case record should be kept in that individual member of staff's HR file in a separate, confidential area within the file.

Records should be completed as soon as possible after the allegation or concern is raised and be comprehensive.

This includes:

- A clear and comprehensive summary of the allegation
- Details of how the allegation was followed up and resolved
- A note of any action taken
- Decisions reached and rationale for those decisions
- Outcome (i.e., substantiated/malicious/false/unsubstantiated/unfounded)
- Any sanctions
- Any other relevant paperwork pertaining to the case

Even if no police or disciplinary action is taken, a record will be kept of any allegation.

Any information or referral forms submitted to the LADO or investigation agencies should be scanned into the file.

A copy should be provided to the person concerned, where agreed by children's social care or the police and a declaration as to whether the information will be referred to in any future reference.

Cases in which an allegation was found to be false, unfounded, unsubstantiated, or malicious will not be included in employer references. Any repeated concerns which are found to be false, unfounded, unsubstantiated, or malicious must also not be included in employer references.

### **Malicious or false allegations**

If an allegation is found to be malicious or false all records must be removed from personnel files, unless the individual gives their consent for retention of the information. The summary information is retained on the summary misconduct log for the purpose of reporting and analysis.

## **8. Supporting those involved**

We have a duty of care to our staff and volunteers. Failure by any staff member to keep the matter confidential would be considered under the disciplinary policy.

We will support the individual, and other members of staff, if necessary, throughout the allegation process and will do all it can to manage and minimise stress whilst ensuring the integrity of the investigation is not compromised.

Information will be provided to the individual as soon as possible in line with the guidance set out in this procedure and throughout the allegation process. A named representative, not the Investigating Officer, will be appointed to keep the individual informed of the progress of the allegation.

Social contact with colleagues and friends should not be prevented unless there is evidence to suggest that such contact is likely to be prejudicial to the gathering and presentation of evidence. The staff member should, however, be advised not to discuss the case with any staff members.

Support and guidance will also be provided for those reporting the allegation/concern.

## **9. Lessons Learned**

If there is a substantiated allegation against a member of staff, we will work with the Designated Officer (LADO) to identify any changes, lessons learnt and improvements which could be made to help prevent similar events in the future. In addition, summary information will be reported to the Trust Board or Club Board (as appropriate) to consider strategies to reduce misconduct.

## **Appendix 1 - Suspension guidance**

The possible risk of harm to children/ vulnerable adult posed by an accused person should be evaluated and managed in respect of the potential victim involved in the allegations.

The case manager should also consider the potential permanent professional reputational damage to employees that can result from suspension where an allegation is later found to be unsubstantiated or maliciously intended.

Suspension will not be an automatic response. All options to avoid suspension will be considered.

Suspension will only be considered in cases where there is reason to suspect that a child or other children or vulnerable adult are at risk of continued harm or warrants investigation by the police or the case is so serious that it might be grounds for dismissal or where the alleged perpetrator might compromise the integrity of the investigation if they remain on site whilst it is being conducted.

If immediate suspension is considered necessary, the rationale and justification should be agreed and recorded by the case manager on the risk assessment document.

### **Based on an assessment of risk, we will consider alternatives to suspension such as:**

- Redeployment within the academy/trust so that the individual does not have direct contact with the child or children or vulnerable adult concerned.
- Providing an assistant to be present when the individual has contact with children/vulnerable adults.
- Redeploying the individual to alternative work in the academy/trust so that they do not have unsupervised access to children.

Written confirmation of the suspension, a named contact and their contact details will be provided to the individual facing suspension, HR will provide the template letter for the case manager.

Local authority children's social care services or the police cannot require the academy/trust to suspend a member of staff or a volunteer, although we should give appropriate weight to their advice.

The power to suspend is vested in the Academy Manager, or Trust Director or the governing body. However, where a strategy discussion or initial evaluation concludes that there should be enquiries by the local authority children's social care services and/or an investigation by the police, the designated officer should canvass police and the local authority children's social care services for views about whether the accused member of staff needs to be suspended from contact with children to inform the academy consideration of suspension.

A risk assessment should be carried out for each individual case to determine whether the member of staff should be suspended. The assessment should take into account the context of the allegation, background information in relation to the member of staff, and any outcome following the strategy meeting. It should also take into account whether a temporary transfer or period of paid leave is appropriate as an alternative to suspension. The assessment must be recorded, and a copy kept on file and be available to take to any strategy meeting.

## Suspension Assessment

Name of Employee	Job Title	Date

*Part 1: Suspension should only be considered if one or more of the following apply:*

Question	Yes	No	Notes/Considerations
If there is a strong likelihood that if the allegations are substantiated, then the matter will amount to gross misconduct?			
Is there a threat or risk of harm to employees?			
Is it possible to fully investigate the allegation if the employee remains at work (e.g., is the employee likely to destroy evidence or attempt to influence/intimidate witnesses?)			
Have relationships at work broken down?			
Is there likely to be a detrimental effect to the reputation of LTFC or CT if the employee remains in work or continues to interact with children, parents, or employees?			
Is there a risk of harm to a child or vulnerable adult?			
If the answer is yes to any of the above questions, please complete Part 3			

## **Part 2: Additional considerations for allegations of abuse made against an employee**

Please refer to DfE Statutory Guidance Keeping Children Safe in Education Part Four.

Information About the Allegation	Notes/Considerations
Nature of the allegation Duration and frequency of allegation	

Extent of pre-meditation Degree and nature of alleged harm or risk to children/Vulnerable adults	
<b>Information About the Employee</b>	
Previous concerns Previous allegations Disciplinary record Length of service Contact with child(ren) or adults concerned	
<b>Health and Safety</b>	
Potential risks to the person's health and safety should they remain in the academy/trust (impact of threats from parents/carers/ potential press interest etc.)	



*Part 3: Alternatives to suspension and a record of the decision*

Alternatives to Suspension:
Explore and assess any alternatives, e.g., redeployment, supervision, working from home, etc.
Particular views of those professionals involved (when they differ) (HRD, HoS, AM, TD)

Decision to Suspend:
Yes: <input type="checkbox"/> No: <input type="checkbox"/> Date:
If the decision is to suspend, record your grounds for suspension:
The employee will need to be notified of the reason(s) for suspension in writing.

Name and job title of person responsible for the decision:	
Name and job title of person completing assessment:	
Name of person responsible for communicating decision to suspend the employee: This should be communicated verbally and in writing as soon as practicable. Please refer to the template suspension letter available from HR.	
Name and job title of person nominated to keep suspension under review:	

