



Statement of Procedure – Allegations of Abuse made against Teachers & other Staff

TUIS follows English National Curriculum of England in conjunction with Uzbek Education system.

1. Introduction

1.1 This Statement of Procedures follows the DfE Statutory Guidance **Keeping children safe in education March 2015 Part four: Allegations of abuse made against teachers and other staff**

It is about managing cases of allegations that might indicate that a person is unsuitable to continue to work with children in their present position, or in any capacity. It will be used in respect of all cases where it is alleged that an employee or volunteer, or a person with permission to be on the premises or carrying out any activity on behalf of the TUIS School has;

- a) Behaved in a way that has harmed a child, or may have harmed a child;
- b) Possibly committed a criminal offence against or related to a child;
- c) Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

This will include allegations involving any type of abuse or neglect, including inappropriate relationships with pupils, grooming behaviour of any kind, possession of indecent photographs or images of children and other offences under the Sexual Offences Act 2003.

1.2 Any allegation of abuse will be dealt with as quickly as possible, in a fair, consistent and thorough way that provides effective protection for the child or children and at the same time deals fairly with the person who is the subject of the allegation.

2. Communicating the Procedures

2.1 All members of the Leadership Team and the designated safeguarding lead with responsibility for child protection have a responsibility to ensure that all staff know about and understand paragraph 3 below.

2.2 In accordance with the DfE Statutory Guidance, all staff should also read the booklet we provide which contains;

- a) Child Protection Policy.
- b) Child Safeguarding Policy.
- c) Whistle Blowing Policy.
- d) Child Protection Statement of Procedure (Allegations of Abuse made against Teachers & other Staff)
- e) Official Procedure & Protocol for Reporting Child Abuse & Neglect.
- f) Child Abuse Reporting Form.
- g) Staff Grievance Policy.

2.3 All members of the Leadership Team – SMT and the designated safeguarding lead have a responsibility to be familiar with the Statutory Guidance in its entirety.

3. Immediately Reporting an Allegation

3.1 Everyone who comes into contact with children and their families has a role to play in safeguarding children. If you have a concern that a person (as described in paragraph 1.1 above) may have behaved inappropriately or you have received information that may constitute an allegation **you must:**

- a) Report the facts to the Ms Indira Ibragemova (HR Manager), who is responsible for informing HT, Head of Pastoral & Child Protection Officer, Ms Shoera Basetova, Director Ms Malika Maksudbekova and Legal Advisor Ms Gulnaza Kamilova as soon as possible.
- b) Documented and Recorded: All concerns will be documented by Ms Indira and managed appropriately; do not withhold information however trivial it may seem.
- c) In the absence of Ms Indira you must report the matter to Director or to the Legal Advisor or to the Headteacher.
- d) If the allegation concerns the Headteacher then the matter must be reported to the Director and Legal Advisor immediately.
- e) Director and Legal Advisor must report this to the D.D.S - Department of Diplomatic Services, Ministry of Foreign Affairs and will immediately begin with the official investigation into the matter.

Important Note: **Confidentiality** – Accuser must maintain strict confidentiality at all times.

3.2 You must not:

- a) Attempt to deal with the situation yourself. Because this way, it will be very difficult for the accused to defend itself, if innocent.
- b) TUIS takes such matters very seriously but we should also allow a fair chance to the accused and we must not make assumptions, offer alternative explanations or diminish or embellish the seriousness of the behaviour or alleged incidents.
- c) Keep the information to yourself or promise confidentiality.
- d) Take any action that might undermine any investigation or disciplinary procedure, such as disclosing confidential information, interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or parents/guardians.

4. Further action and responsibilities of the senior management staff – SMT.

4.1 The duties and responsibilities of the SMT (Senior Management Team) includes:

- a) Team Leader (Gulnoza Kamilova – Legal Advisor) is responsible for fairness and transparent investigation into the incident. Please see the Official Procedure & Protocol for details.
- b) SMT is not allowed to discuss any such incident with any other staff or parent or any other individual without the permission of the Team Leader or the Director.
- c) Must finish the investigation in a timely manner.
- d) Accused staff member is not allowed to take classes in the meantime.
- e) If it is established that the staff or a parent is involved in a possible child abuse then it will be passed on to:
 - i. D.D.S - Ministry of Foreign Affairs.
 - ii. Local Police.
 - iii. Local Child Welfare Protection Authorities.

For further guidance, please read the supporting documents.

- 1) Official Procedure & Protocol for Reporting Child Abuse & Neglect,
- 2) Child Protection Policy,
- 3) Child Safeguarding Policy,
- 4) Whistle Blowing Policy.

INTERNAL AUTHORITIES - Senior Management Team
(Responsible for Child Protection & Safeguarding).

- 1) Ms Indira (First Reporting Officer & Record Keeper)
- 2) Ms Gulnaza Kamilova (Legal Advisor – **Team Leader**).
- 3) Ms Shoirra, Child Protection Officer (level 3 training) & Head of Pastoral.
- 4) Ms Dilafroza (Psychologist / Temporary replacement of Ms Bibi).
- 5) Ms Zulfuyia (Head Teacher).
- 6) Ms Malika Maksudekova (Director).

EXTERNAL AUTHORITIES -

Local Police