



Whistleblowing / Allegation Form

Raising a concern about another member of staff

Please use this form to share any concern about another staff member who may pose a risk of harm to children.

Where possible please speak with the Head Teacher as soon as possible. It is also helpful to document your concerns, which can be done using this form and then passed to the Head Teacher. Remember, if the concern is about the Head Teacher, please pass it onto the Chair of Governors or email them at cofg@st-markscofe.hants.sch.uk

If you feel unable to raise an issue with the leadership team or feel that their genuine safeguarding concerns are not being addressed, the NSPCC whistleblowing advice line is available. Staff can call 0800028 0285 or email: help@nspcc.org.uk. However, this should be a last resort.

Remember, an allegation is different to a low-level concern (which uses a different form). See the table below for a definition:

Allegation

Behaviour which indicates that an adult who works 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 towards a child or children in a way that indicates they may pose a risk of harm to children.

Low-Level Concern

Any concern – no matter how small, even if no more than a ‘nagging doubt’ – that an adult may have acted in a manner which:

- is not consistent with an organisation’s Code of Conduct, and/or
- relates to their conduct outside of work which, even if not linked to a particular act or omission, has caused a sense of unease about that adult’s suitability to work with children.

Appropriate Conduct

Behaviour which is entirely consistent with the organisation’s Code of Conduct, and the law.

Name of adult writing this concern:

Name of adult whom this concern is about:

Date written:

Signature:

Please write your concerns here (continue overleaf)

You should provide a concise record – including brief context in which the concern arose, and details which are chronological, and as precise and accurate as possible – of any such concern and relevant incident(s) (and please use a separate sheet if necessary). Consider any contextual information that may be appropriate to know.