

Allegation Policy

1. Purpose

This policy outlines how Tutor Doctor Essex deals with allegations made, ensures safeguarding, and supports staff and students in line with statutory guidance. Allegations focus on specific harmful behaviour or misconduct.

The Tutor Doctor DSL, or appointed Tutor Doctor representative must follow the next steps:-

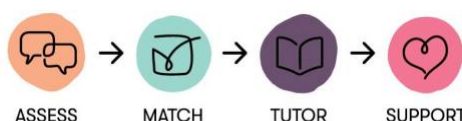
- **Immediate Action:** Treat any suspicion or accusation of harm or risk to a child by a tutor as a child protection allegation.
- **Designated Lead:** Independent tutors should appoint someone to handle concerns, or contact the [NSPCC Helpline](#) directly.
- **Suspension:** Tutoring should be immediately suspended pending investigation, if necessary.
- **Reporting Requirements:** Allegations should be reported to the LADO, and if there is immediate danger, the police.
- **Confidentiality:** Information should only be shared with those who need to know.
- **Record Keeping:** All concerns must be recorded and stored securely.

Allegation Management Procedure

1. **Receive:** Listen to the child and make them feel safe, in alignment with NSPCC's advice on responding to disclosures.
2. **Report:** Inform the designated safeguarding lead or LADO promptly, according to [government guidance](#).
3. **Record:** Document all details objectively.
4. **Manage:** Keep parents/carers and the accused individual informed, unless doing so may elevate risk.
5. **Actions:** The actions taken will be wholly dependent on the nature of the allegation.

Tutor Responsibilities

- **Tutor Code of Conduct:** Tutors should follow a Tutor Doctor Essex code of behaviour,



reducing risk of false allegations.
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- **Training:** Tutors should understand the "4Rs" of safeguarding (Recognise, Respond, Refer, Record).



Staff Responsibilities

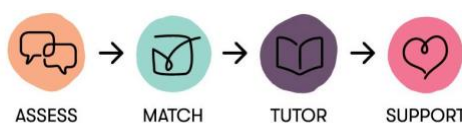
- **Staff Code of Conduct:** Staff should follow a Tutor Doctor Essex code of behaviour, reducing risk of false allegations.
- **Training:** Staff should understand the "4Rs" of safeguarding (Recognise, Respond, Refer, Record).

Allegations may fall into a Lower-level concern, this might include:

- inadvertent or thoughtless behaviour
- behaviour that might be considered inappropriate depending on the circumstances
- behaviour which is intended to enable abuse.

Examples of such behaviour could include:

- being over-friendly with children
- having favourites
- adults taking photographs of children on their mobile phone



- engaging with a child on a one-to-one basis in a secluded area or behind a closed door

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- humiliating children.

All low-level concerns about an adult's behaviour should be recorded in writing. The record should include:

- details of the concern
- the context in which the concern arose
- data collected
- action taken.

The name of the person reporting the concern should also be recorded unless they wish to remain anonymous.

Records must be stored securely and in compliance with the [Data Protection Act 2018](#) and the UK General Data Protection Regulation (UK GDPR).

Documenting concerns can highlight recurring behaviours that may require attention from the LADO. Keeping records helps to inform future training, induction programmes or policy reviews within the organisation.

Records of concerns should be stored at least until the individual involved leaves the organisation

All low-level concerns regarding an adult's behaviour should be reviewed by the designated safeguarding lead.

The person leading the review should speak to all adults involved in the incident, including any witnesses, unless advised not to by any other statutory agencies involved.

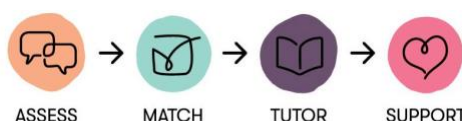
The review should consider the level of concern, considering any patterns of inappropriate behaviour.

A decision should then be taken on whether any disciplinary or safeguarding action is required.

This should be recorded in writing, along with an explanation of why this decision was made.

Patterns of low-level concerns should also prompt discussions around the current culture of the organisation, and whether anything needs to change. This might include revising current policies, delivering extra training or reviewing the approach to staff induction.

In England, specific national guidance on reporting low level concerns about an adult's behaviour is



included in [Keeping children safe in education \(KCSIE\)](#) guidance for schools.
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Monitoring and Review

This policy will be reviewed annually or sooner if legislative changes or organisational needs require it.

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