



Staff Allegation Policy

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Next Review Due:	4/04/2027

1. Purpose

This policy outlines the procedures to be followed if an allegation is made against a member of staff, volunteer, or contractor working within Primary Sports Giants. The aim is to ensure that all allegations are handled fairly, quickly, and consistently while safeguarding the welfare of all children and protecting staff from false or malicious accusations.

2. Definition of an Allegation (Whistleblowing)

An allegation may relate to a staff member who has:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against or related to a child
- Behaved in a way that indicates they may pose a risk to children
- Behaved in a way that breaches professional boundaries or safeguarding expectations

3. Reporting an Allegation - [Green Form on website / Google drive or in Holiday cam folder](#)

Any concerns or allegations about a member of staff must be taken seriously and reported immediately.

Staff must:

- Report the concern as soon as possible to the **Camp Manager or Designated Safeguarding Leads or Director**
- Record the details in writing as soon as possible, including:
 - Date and time of the incident
 - What was said or observed
 - Names of those involved
 - Any witnesses

Staff must **not**:

- Promise confidentiality to anyone making a disclosure

- Investigate the allegation themselves
- Question the child or accused member of staff beyond what is necessary to clarify basic facts

4. Immediate Action

Once an allegation is reported:

- The Camp Manager, Designated Safeguarding Lead or Director will record the information and assess the situation.
- If the concern meets safeguarding thresholds, appropriate external safeguarding authorities will be contacted.
- The accused member of staff may be removed from duties involving children or provision while the matter is reviewed. This is a neutral act and does not imply guilt.

5. Managing the Process

The management team will:

- Treat all allegations seriously and confidentially
- Ensure the safety and wellbeing of the people involved
- Follow safeguarding procedures and seek external advice where required
- Keep clear written records of all actions and decisions

6. Confidentiality

Information regarding allegations must be kept strictly confidential and only shared with those who need to know in order to manage the situation appropriately.

Staff must not discuss the matter with colleagues, parents, or others outside the process.

7. Support for Staff

Staff members who are the subject of an allegation will be treated fairly and offered appropriate support during the process. PSG recognises that allegations can be distressing and will aim to handle them sensitively and professionally.

8. Malicious or False Allegations

If an allegation is found to be deliberately false or malicious, appropriate action may be taken in line with behaviour and safeguarding policies.

9. Record Keeping

All allegations, concerns, decisions, and outcomes will be recorded and securely stored in line with safeguarding record-keeping procedures.

10. Review

This policy will be reviewed annually or following any safeguarding incident to ensure it remains effective and up to date.