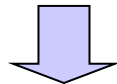


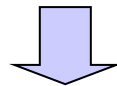
Procedure for managing an allegation of harm to a child or adult at risk by a professional such as (but not exclusively) a member teacher, examiner, chaperone or IDTA staff member:

When a concern is raised, we will:

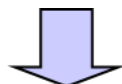
Share immediately with the designated safeguarding lead to
safeguarding@idta.co.uk



The designated safeguarding lead will check membership details to ensure the individual is an IDTA member, check membership is in date, collect necessary personal identifiers for the member from the membership team such as full name, postal address or date of birth.

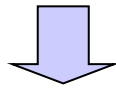


If the individual is not an IDTA member the DSL will liaise with appropriate safeguarding colleagues in relevant awarding bodies to find the individual's member organization. All information shall be shared in line with government safeguarding information sharing guidance and relevant data protection legislation. If the member organization can not be found the DSL will refer to LADO/ police/ adult social care as necessary.

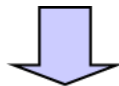


The DSL will share information with the relevant LADO / police or safeguarding adults team as necessary, (in the area from which the individual worked). The DSL/ safeguarding consultant will liaise with relevant professionals and explore/ investigate the allegation as required.

Outside of working hours, if necessary, the police or emergency duty team should be contacted.



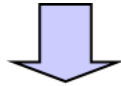
Where the designated safeguarding lead/ LADO/ safeguarding team or police consider it appropriate, the membership of the individual who has been accused will temporarily be suspended as a neutral act and/ or they shall be suspended from their employed role pending further investigation by the relevant bodies. Please see IDTA managing allegations policy for circumstances where suspension may be deemed necessary.



Parents and cares will be supported by IDTA to understand safeguarding process and to know where to access sources of support for themselves and their child and should be offered ongoing support and updates throughout the process. The IDTA will always seek advice on what information should be shared with the appropriate authorities.



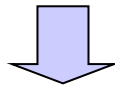
Subject to restrictions imposed for safety by the police/adult social care or LADO regarding information that can be shared the IDTA will, as soon as possible inform the person referred about the nature of the allegation, how enquiries will be conducted, the possible outcomes of the enquiry and the actions IDTA may take in response to those outcomes.



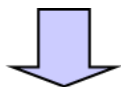
The referred individual should be treated fairly and honestly and helped to understand the concerns expressed and processes involved.

They should be provided with appropriate support by the DSL throughout the investigation process and be advised to seek appropriate support.

They should be kept informed of the progress and outcome of any enquiry or investigation, as appropriate.



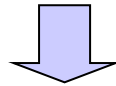
As part of the process position of trust meetings may be held. If a position of trust or strategy meeting is held an IDTA representative (usually the designated safeguarding lead) will attend to ensure the IDTA is fully aware of any issues that may affect the organization or its membership. The purpose of such meetings is not to establish guilt or innocence but to establish an individual's suitability to work with children and consider appropriate safeguards.



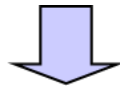
In all cases the designated safeguarding lead will record:

- Details of any actions taken,
- Details of any decisions reached,
 - Final outcomes,
- Actions taken by the IDTA to ensure any necessary actions or recommendations are met.

These records will be stored by the IDTA.



If any individual is removed from post or has their membership cancelled due to the outcome of an enquiry the appropriate criminal records organization will be informed by the DSL



The parent / carer individual affected, and the member will all receive written documentation at the conclusion of the investigation detailing outcome and where appropriate recommendations.