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- 6.2 Whether or not the person making the allegation is a pupil or a parent (or other member of the public), the Academy reserves the right to contact the police to determine whether any action might be appropriate.

## 7 **Record keeping**

- 7.1 Details of allegations found to be malicious will be removed from personnel records.
- 7.2 For all other allegations, full details will be recorded on the confidential personnel file of the person accused. .
- 7.3 An allegation proven to be unsubstantiated, unfounded or malicious will not be referred to in employer references. In accordance with 'Keeping children safe in education', history of repeated concerns or allegations which have all been found to be false, unsubstantiated, or malicious will also not be included in any reference.
- 7.4 The Academy will retain all safeguarding records and relevant personnel records for so long as reasonably required.<sup>3</sup>

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<sup>3</sup> In accordance with the terms of reference of the Goddard Inquiry all schools are required to retain information which relates to allegations (substantiated or not) of organisations and individuals who may have been involved in, or have knowledge of child sexual abuse or child sexual exploitation; allegations (substantiated or not) of individuals having engaged in sexual activity with, or having a sexual interest in, children; institutional failures to protect children from sexual abuse or other exploitation.