

Management of Allegations Outcome Record



Name of Adult against whom the allegations have been made		Setting/Role	
Outcomes - the outcome of your internal investigation is that the allegation was concluded as:-		(please state)	
<u>Substantiated</u> A substantiated allegation is one which is supported or established by evidence or proof.	<u>Unsubstantiated</u> An unsubstantiated allegation is not the same as a false allegation. It simply means that there is insufficient identifiable evidence to prove or disprove the allegation. The term, therefore, does not imply guilt or innocence.	<u>Deliberately Invented or Malicious</u> This implies a deliberate intention to deceive. A malicious allegation may be made by a child following an altercation with a member of staff or a parent who is in dispute with the organisation. For an allegation to be classified as malicious, it will be necessary to have evidence which proves this intention.	<u>False</u> There is sufficient evidence to disprove the allegation.
<u>Unfounded</u> There is no evidence or proper basis to support the allegation.			
<u>Reasoning</u> Please provide full reasoning for making the decision above (this section must be completed).			
<u>Lessons Learnt</u> Please provide detail of changes in practice / procedure that have been actioned as a consequence of this matter			
Was the person suspended?	No/Yes	if yes please provide dates of suspension	
Were formal disciplinary proceedings taken?	No/Yes	If yes please provide summary and disciplinary sanction	
Date matter was concluded by employer (either return to work date or dismissal date).		Return to work date	Dismissal date

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Criteria met to refer to Disclosure and Barring Service? https://www.gov.uk/government/collections/dbs-referrals-guidance--2		No (person returned to work / remained in work, if person is no longer in employment please give reasoning for not disclosing to DBS)	Yes (person dismissed / removed from regulated activity)
If referral to Disclosure and Barring Service made, please provide date and reference number / copy of DBS acknowledgement.	Date of Referral	DBS Reference No.	
		Acknowledgement attached yes/no	
Referred to Regulatory Body (e.g. GMC / HCPC / TRA/NMC)	No/Yes	If yes please provide details and date sent	
Has the parent and child been informed of the outcome	No/Yes	If yes please provide details and date	
Investigation completed by:			
Job title/Role:			
Date completed:			
LADO Response or Challenge if required:			