



Allegation against staff policy

An allegation may be made by anyone and all allegations will be treated seriously and investigated accordingly.

An allegation is described as a concern or complaint and may indicate that a person has:

- Harmed a child
- Displayed inappropriate behaviour relating to a child that may constitute a criminal offence
- Raised concerns about the suitability of working with children#

Should any staff member have a concern about the behaviour of a member of staff, this should be voiced **immediately**.

You should inform your manager or designated person Laura SAVA of any incidents where you feel the code of conduct has been breached.

First steps to dealing with an allegation made by a child- staff member:

Ensure the immediate safety of the child/ren

- Listen and record in writing what the child is saying
- Use the TED technique- TELL, EXPLAIN, DESCRIBE. Do not asking leading questions, e.g. instead of asking, 'did he punch you?' ask 'what happened?'
- The Designated Safeguarding Lead must be informed immediately
- Staff are not to discuss anything spoken about while in the presence of the children or amongst themselves.
- The staff members involved will then be called upon as and when needed.
- While an investigation is pending or commencing the staff member may be put on non-contact duties within the nursery depending on the severity of the situation.

First steps to dealing with an allegation made by an adult- staff member:

- Ensuring the immediate safety of all child/ren
- Record in writing everything that you need to make the allegation
- Approach a safeguarding officer and discuss with them the next step.
- Everything is to be kept confidential and staff must not discuss the situation with any other staff member/ parent.
- The Staff members involved will then be called upon as and when is necessary.
- While an investigation is pending the staff member may be put on non-contact duties within the nursery depending on the severity of the investigation.
- LADO will be contacted for further advice.

In the absence of your manager or the designated person, **Laura Sava or Farjana Ahmed** in the instance that the concern is against your manager/designated person you are advised to contact the **LADO (Local Authority Designated Officer)** on **02033733803(Nick Pratt or his team)** without delay.

Ofsted must be informed as soon as possible but within at least 14 days on **01708 123 1231** **YOU MUST NOT speak to the member of staff or adult concerned OR take any action about the allegation until you have spoken with the LADO, as this could jeopardise any possible subsequent investigation.**

Allegation procedure

Handling allegations, particularly serious ones, is a complex and delicate process. All allegations need to be taken seriously. Good record keeping is essential to the success of child protection practises.

1. **Allegation is made:** All allegations against staff or any observations of inappropriate behaviour by a member of staff should be brought to the attention of a senior member of management in the strictest confidence.
2. **Report allegation:** The senior member of staff will notify LADO immediately. The manager must also report this allegation to Ofsted.
3. **Initiate allegation procedures:** The LADO will decide whether the incident fits the criteria of an “Allegations against a member of staff” in other words: Did the alleged incident potentially cause harm to the child? Does the alleged incident constitute a criminal offence? Does the alleged incident suggest that this person is potentially unsuitable to work with children? Allegations procedures are clearly outlined in **Safeguarding Children & Safer Recruitment in Education** and should be held to the recommended timescales to avoid unnecessary distress to all involved.
4. **Workplace arrangements:** The LADO will advise whether the member of staff should remain in the workplace or whether they should go on “gardening leave” or be suspended until the investigation is resolved. If the member of staff remains in the workplace, safeguards will be put into place to protect the member of staff and the child/children involved. The member of staff will be advised to contact their union representative (if applicable) and the senior member of staff will keep both the member of staff and the family up to date with regard to timescales of meetings and the procedures being put in place.
5. **Strategy meeting:** The LADO will schedule a strategy meeting with the representative from the setting and from the police. A new police check will be conducted prior to the strategy meeting to determine whether any previous incidents involving that member of staff are known and have not been declared.
6. **Decisions and next steps:** Professionals at the strategy meeting will decide what next steps to take- these may include criminal proceedings, child protection procedures, disciplinary procedures, training needs, or no further taken.

Last Updated/Reviewed	Name and Signature
1 st September 2021	Laura Sava
Next Review Date: Sept 2021	