



Policy Statement

We have introduced this separate policy to remind staff of the measures that can be taken to reduce the risk of any allegation being made against them or another member of staff. It also contains the procedure, which will be undertaken if an allegation is made against a member of staff. This complies with both Ofsted and the Kent Children's safe guarding board.

Protecting our Staff

- If a child sustains an injury whilst in our care, this accident will be recorded as much detail as possible on an accident form as soon as possible and signed by a witness to the accident. When the child is collected, we will inform whoever picks the child up about the injury and ensure that they also sign the accident form.
- If a child arrives with an unusual injury sustained elsewhere we will ask for an explanation if it is felt necessary a record of this injury and the explanation given will be noted in the daily dairy and signed by the member of staff and if possible by whoever has brought the child into the setting that day.
- We will ensure that all staff undertake regular child protection training.
- We will ensure that all parents understand our role and responsibility in child protection.
- Our behavioural management policy states that no physical sanctions will be used unless it is unsafe not to do so and in the best interests of all children's safety.
- We will avoid situations where an adult is left alone in a room with a child. If this does occur, we will make sure that the door is left open and there are other people around.
- We will avoid engaging in rough physical play with children - as this may be misconstrued and could cause accidental injury to a child.
- We will avoid doing things of a personal nature for children that they can do for themselves.
- We will take up references, including one from the candidate's last employer (if that is possible), and will always question any gaps in employment history.
- We will encourage an open-door ethos, holding regular supervisions to enable staff to talk to the supervisor if they have concerns about the conduct of any of their colleagues. All staff will be introduced to the chair of the committee and offered an annual meeting with the chair if they would like one. Contact details are displayed in our store cupboard should staff want to make contact at any time.

Allegations against staff

- We ensure that all parents know how to complain about the behavior or actions of staff or volunteers within the setting, which may include an allegation of abuse.
- We respond to any disclosure by children to staff, that abuse by a member of staff or volunteer within the setting, may have taken, or is taking place, by first recording the details of any such alleged incident verbatim then contacting the LADO immediately with details.

BURHAM PRESCHOOL ALLEGATIONS AGAINST STAFF POLICY

- If a parent makes an allegation against the team in general they will be invited in for a meeting to discuss details of the incident with the EYDL (Tracey Beechey) and a member of the committee if possible. After this conversation the LADO will be contacted (see checklist appendix A) immediately for advice on the next course of action. If advised to by the LADO staff will then be spoken to individually to find out as much information as possible and to give them opportunity to whistle blow.
- If anyone makes an allegation against one particular member of staff then the EYDL (Tracey Beechey) will contact the LADO on 03000410888 immediately for advice, the allegations will not be discussed with the member of staff concerned, unless advised to do so.
- The LADO will assess whether the allegation reaches the threshold for referral to Police/Children's Social Services and advise accordingly regarding further action to be taken in respect of the child and the member of staff.
- If a member of staff has a concern about the supervisor they should report this to the next senior member of staff (deputy DSL) who will contact the LADO immediately for advice on the best course of action and follow the LADO's advice to inform the committee of this discussion if appropriate to do so.
- The EYDL (Tracey Beechey) will complete the appropriate online form for recording allegations or complaints made against staff in conjunction with the Kent LADO referral form when advised to do so.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.
- We also report any such alleged/incident to Ofsted via the online service on the advice of LADO including what measures we have already taken. We are aware that it is an offence not to do this, and understand that Ofsted may wish to carry out their own investigations.
- If Children's Social Services and/or the police decide to carry out an investigation, it may be possible that we will be advised to suspend the member of staff, whilst enquiries are carried out. Suspension will only follow discussions with the LADO and will be a decision of the supervisor/management committee. Burham Preschool could also invoke their disciplinary procedure.

Suspension will only be applied if one or more of the following grounds apply:

- A child or children would be at risk
- The allegation is so serious that summary dismissal for gross misconduct is possible
- It is necessary to allow any investigation to continue unimpeded
- We will not carry out an investigation ourselves unless Children's Social services and the police decide it is not necessary for them to do so.
- All records of concerns will be kept confidential and will be held securely and retained and in compliance with safeguarding requirements, as well as the Data Protections Act 2018 and the UK GDPR and other relevant policies and procedures.

BURHAM PRESCHOOL ALLEGATIONS AGAINST STAFF POLICY

- Staff are made aware that if their own child/children come to the attention of the statutory agencies for child protection, then issues of transference of risk will need to be considered (as outlined in the KSCB operation guidelines). This is outlined with other suitability criteria under the disqualification regulations (Child Care Act 2006), which applies to those working within the early years foundations stage.
- Where the allegation relates to use of physical interventions to restrain a child (Section 93 of the Education and Inspections Act 2006 enables staff to use such force as is reasonable to keep a situation safe), the DSL will still refer to the LADO Services and a subsequent discussion will be held about whether this has been appropriately managed within pre-school.
- **All staff are aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk or of any personal circumstances that may affect their ability to care for children safely.**

Disciplinary action

- Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Independent Safeguarding Authority (ISA) of relevant information so that individuals who pose a threat to children (and vulnerable groups), can be identified and barred from working with these groups.

This policy was adopted by: *Burham Pre-school*

On _____

Date to be reviewed _____

Signed: _____ (*supervisor*)

_____ (*chairperson committee*)

Guidance for Supervisor completing Checklist for handling and recording allegations or complaints of abuse made against a member of staff regarding a child/children in their care.

1. Record the name and position of member of staff against whom the allegation or complaint has been made.
2. Verbal complaints should be backed up in writing by the complainant if appropriate; some may require immediate action that does not allow time for this to happen.
3. It is important to identify who made the complaint and whether it was received first hand or is a concern that is passed on from somebody else. If this is the case it is better that you receive the information first hand. If a parent, carer or a member of staff at Burham Pre-school makes a complaint against you it must be passed immediately to your line manager.
4. Record the full name, age and date of birth of the child.
5. The address recorded should be the address at which the child lives with the main carer.
6. If there are one or more alleged incidents, be specific as possible about dates that they are alleged to have happened.
7. Check the attendance register/ diary of work to see if the child was present/seen on that day and the shift patterns of the staff member involved to see if they were working at that time. This will confirm the likelihood of the incident having taken place.
8. If you have received the complaint in writing attach it to the checklist. You can then summarise it on the form.
9. Any other information should be factual. It will be helpful if you can confirm things such as the level of contact that the staff member has with the child and any other minor concerns that may have been raised previously. Do not attempt to investigate the complaint yourself unless the LADO has handed back this responsibility to the employer.
10. Remember that if an allegation of abuse is made against a member of our staff you must inform the *Tracey Beechey* who will contact the LADO for further advice.
11. Ofsted must be informed if an allegation is made against a member of our staff, even if the LADO decides no further action is required. Ofsted may do their own investigation to ensure that registration requirements are being met.
12. Make a note of any actions the LADO or Ofsted advise you to take and the date or times at which you implemented them.
13. If the allegation is against (*Tracey Beechey*) then you should speak to the LADO for advice and (*Carly Prentice – Committee Chair*) who will follow the procedures above.

BURHAM PRESCHOOL ALLEGATIONS AGAINST STAFF POLICY

Checklist for handling and recording allegations or complaints of abuse made against a member of staff regarding a child/children in their care:

Name and position of staff who is the subject of allegations/complaint:

1. Is the complaint: Written or verbal? (delete as necessary)

2. Complaint made by: _____ Relationship to child _____

3. Name of child _____ Age and date of birth _____

4. Parent's/carers name(s) and address

6. Date of alleged incident/s _____

7. Did the child attend on this/these date/s: _____

8. Nature of complaint (if received in writing see guidance)

9. Other relevant information (continue on a separate sheet if needed):

10. Social Services _____

BURHAM PRESCHOOL ALLEGATIONS AGAINST STAFF POLICY

11. Ofsted contacted at (date and time) _____

12. Further actions advised by Social Services Department and Ofsted

Your name and position _____

Signature _____

Today's date and time _____

Appendix A

If you need to speak to the LADO Team regarding an **allegation** against a member of staff **please call any member of the LADO Team number**. Your details will be taken and passed to the intake officer. The same intake officer will support you through the process until the matter has been resolved. Please note that the team no longer works on an area basis.

Local Authority Designated Officer Contacts

LADO Team contact number: 03000 410888

Now it's just one number for the whole LADO Team covering Kent Local Authority
Email: kentchildrenslado@kent.gov.uk Kroner House, Eurogate Business Park,
Ashford, Kent, TN24 8XU

If a call is urgent i.e. **a child is in immediate danger**, call should go through to the **Front Door on: 03000 41 11 11**

Urgent child protection issue outside of office hours, Call the **Central Duty Out of Hours Number: 03000 41 91 91**