



Allegations Against a Member of Staff Policy and Procedure

Unfortunately, child abuse does occasionally take place in day care settings, so we have introduced this separate policy to remind staff of the measures that can be taken to reduce the risk of any allegations 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 the Early Years Foundation Stage (December 2023) and Kent Safeguarding Children Board Procedures.

How we can protect ourselves

- If a child sustains an injury whilst in our care, we will record it on an accident form as soon as possible. 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 injury sustained elsewhere, we will ask for an explanation and again record this on a pre-existing injury form and ask whoever has brought in the child to sign this.
- 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. This information will be included in the registration and introduction documents given to parents prior to starting at Marsh Green Pre-school.
- Our Managing Behaviour Policy states that no physical sanctions will be used and we will ensure that everyone complies with it in all areas within the setting.
- We will try to 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, and will always question any gaps in employment history.
- We will encourage an open-door ethos, to enable staff to talk to senior managers if they have concerns about the conduct of any of their colleagues.

What happens if an allegation of abuse is made against a member of staff in the setting

- If anyone makes an allegation of abuse against a member of our staff, Rebecca Shipp will be informed immediately and will contact the **Local Authority Designated Officer (LADO)**
- They will assess whether the allegation reaches the threshold for referral to the police/Children's Social Services and advise accordingly regarding further action to be taken in respect of the child and the member of staff.
- Marsh Green Pre-school will complete the attached form for recording allegations or complaints made against staff.

- Marsh Green Pre-school will not discuss the allegation with the member of staff concerned, unless advised to do so by Children's Social Services.
- All staff need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt – consult.
- 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. Marsh Green Pre-school could also invoke their disciplinary procedure.
- We reserve the right to carry out an investigation ourselves if Children's Social Services and the police decide it is not necessary for them to do so. We understand that Ofsted may wish to undertake further investigations in some circumstances.

Guidance for managers 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 the 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 and 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 Manager, Mrs. Rebecca Shipp, 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 the manager, Mrs. Rebecca Shipp then you should inform the DSL, who will contact LADO for further advice.

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

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

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

3. Complaint made by: _____ Relationship to child: _____

4. Name of child: _____ Age and date of birth: _____

5. 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: _____

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: _____

This policy was adopted at a meeting of Marsh Green Pre-school CIO

Held on (date) 30th January 2022

Signed: (Manager)

Signed: (Chairperson)
