

1.2 Managing Allegations against Staff Procedures

Unfortunately, child abuse does occasionally take place in preschool 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 (EYFS) and Kent Safeguarding Children Multi-agency Partnership (KSCMP) Procedures.

How can we protect ourselves?

- If a child sustains an injury whilst in our care, we will record it on our Blossom Educational system as soon as possible whether as an Accident or Incident. If the injury is to any part of the head, the parent is telephoned as soon as possible to inform of the injury. When the child is collected, we will the parent/carer about the injury and ensure that they also digitally sign the accident or incident report on Blossom. For a head injury, the parent is also given the NHS “Head Injury Advice Sheet”.
- If a child arrives with an injury sustained elsewhere, we will ask for an explanation and again record this on Blossom on the Home Incident record, which the parent will sign. If the injury is noted and the parent is not present, a message will be sent to the parent to ascertain how the injury occurred and then a request to digitally sign the record will be requested on collection of the child by the parent.
- We will ensure that all staff undertake regular child protection training and are kept up to date with news and changes via the fortnightly staff meetings, circulation of Safeguarding Newsletters issued by the KSCMP and Kent County Council. We advise staff to be signed up to CASPAR through the NSPCC to keep up to date with latest reports and guidance.
- We will ensure that the DSL and Deputy DSLs receive training in accordance with the recommendation from the KSCMP.
- We will ensure that all parents understand our role and responsibility in child protection. Within the welcome pack given to parents before the child begins to attend the setting there is a requirement for them to read our policies and procedures available online. Hard copies of these may be made available upon parents’ request. A message to all parents will be send when Safeguarding policies have been updated.
- Our ‘Promoting Positive Behaviour’ policy states that no physical sanctions will be used, and we will ensure that everyone complies with it in all rooms within the setting. However, if for the safety of a child or to the child themselves, physical intervention is required, a *Physical Intervention Record* sheet is completed and the parent/carer is required to sign the record. If required, a telephone call to a parent with parental responsibility is made.
- 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 within hearing distance.
- 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 encourage an open-door ethos, to enable staff to talk to the manager or deputy manager if they have concerns about the conduct of any of their colleagues.
- We will ensure that all staff know the procedures for reporting and recording their concerns in the setting.

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, Nicky Mackert (DSL)_will be informed immediately and will contact:

Local Authority Designated Officer (LADO) *see contact list on display board in lobby.*

This will be done within 24 hours of the allegation or concern being made. This is not the beginning of an investigation but part of the basic investigation gathering process.

- The LADO team 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.
- The DSL Nicky Mackert will complete the form on page 4 for recording allegations or complaints made against staff.
- The DSL Nicky Mackert 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 the preschool will be advised to suspend the member of staff, whilst enquiries are carried out. The Children’s Workshop Preschool could also invoke their disciplinary procedure.
- 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. We understand that Ofsted may wish to undertake further investigations in some circumstances.
- We will advise Ofsted of the allegation of abuse and the processes taken, within 14 days from the initial notification.

Always remember The welfare of the child is Paramount

Guidance for managers completing the 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 the staff member 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 Children's Workshop Preschool makes a complaint against you it must be passed immediately to the 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 (for staff and child) to see if the child and staff member were present on that day. Carry out further checks with the staff rota list and nappy changing form for example to see deployment of the member of staff alleged to have carried out the offence. 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 DSL Nicky Mackert who will contact the LADO for further advice.
11. Ofsted must be informed (no later than 14 days from the initial allegation date) 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.

If the allegation is against the DSL Nicky Mackert then you should speak to the Deputy DSL Claire Bridger who will proceed as above described with the support of the Chair of the Committee of Trustees.

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 the allegation/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 _____