

Allegations against Member of Staff Policy

Precautions to protect ourselves against allegations of abuse

- All staff, whether voluntary or paid, will be asked to provide at least one reference
- Ensuring all persons at the setting are over 16 years of age, are fully DBS checked and cleared
- New Staff, voluntary or paid, will be taken on the basis of a probationary period and will not be confirmed until we are confident that they can be safely entrusted with children
- Ensuring all visitors to the setting sign the visitors book and do not have unsupervised access to the children under any circumstances
- Any regular visitors to Kingfisher Kindergarten will be asked to undertake an Enhanced Disclosure and Barring Check
- We will never leave a child alone with a visitor
- We will not allow any visitors to take children to the toilet or change their nappies
- We will request identification from all visitors not known to us and will refuse entry if we are unsure of them
- We will endeavour, when possible, to arrange for any maintenance work to the rooms we use to be carried out at weekends and during times when we are not open
- We will maintain a visitor's book which is available for you to look at
- We will ensure, where possible, that no workmen are in the premises during setting hours, unless it is to repair an emergency service or for Health and Safety Reasons
- Document every accident and incident that occurs whilst in our care, informing parents and requesting them to sign the relevant records
- Noting any marks on the children when they arrive and asking parents to inform us of any accidents that have occurred whilst outside our care
- Ensuring the children are supervised at all times
- Keeping appropriate and accurate records on each child
- Children will be encouraged to develop a sense of autonomy and independence through adult support in making choices and finding names for their own feelings and ways to express them. This will enable children to have the self-confidence and vocabulary to resist inappropriate approaches.

Procedure of allegations made

If a member of staff is concerned or observes a situation where a child may have suffered significant harm, they must act very quickly to clarify the situation, assess if medical intervention is required and decide if the allegation of abuse or possible abuse requires further investigation. The member of staff should also inform the Designated Safeguard Lead for the setting and follow the local safeguarding children's board procedure by contacting LADO (Local Authority Designated Officer) and MASH (Multi-Agency Safeguarding Hub). If the allegation is against the Designated Safeguard Lead, the member of staff should inform LADO (Local Authority Designated Officer). This must be done within one working day and Ofsted must be notified within 14 days, but as soon as possible following their advice as to whether to continue working.

If the child has suffered significant harm, the Designated Safeguarding Lead has the duty to inform MASH (Multi-Agency Safeguarding Hub) on 0345 0507666 or the Thames Valley Police (01865 291046) and confirm all details in writing to LCSS (Locality and Community Support Service) and the LADO within 24 hours.

We will gain support and professional advice from the following organisations:

- Our insurance company
- Ofsted
- OCC Early Years Advisory Team

Any allegations will remain confidential and must not be discussed with anybody including the member of staff against whom the allegation has been made.

We will write a detailed record of all related incidents, including what was said and by whom, with times and dates.

We will ask any witnesses (if there were any) to also write a statement detailing the incident they witnessed and giving their contact details in case it needs to be followed up by the authorities.

Possible conclusions:

- If it proves that there was no actual or likely significant harm to the child, but that the behaviour of the accused member of staff is deemed unacceptable, this should be dealt with internally by the owner and or manager in accordance with standard disciplinary codes and procedures
- If the conclusion is that the allegation is unfounded the LADO (Local Authority Designated Officer) should confirm in writing within 3 working days the decision not to proceed and reason why
- If it is concluded that there is cause for concern the Owner and Designated Safeguarding Lead must refer the matter to the Social Services Children and Families Team and confirm the reason for referral in writing. Ofsted must also be informed.

All matters relating to the allegation must remain confidential at all times and the situation should be dealt with sensitively and with caution.

Every detail and meeting relating to the allegation must be recorded in writing so that Social Services have an exact record of what happened when and what has been discussed.

Any decision to suspend or dismiss the accused member of staff will be made by the owner after careful consideration and in consultation with the LADO (Local Authority Designated Officer).

At present, the Designated Safeguarding Leads are La-Ry ne Baker and Kirsty Johnson.

Useful Numbers:

MASH (Multi-Agency Safeguarding Hub) – 0345 0507666

LADO (Local Authority Designated Officer) Team Telephone – 01865 810603

LCSS (Locality and Community Support Service) – 0345 241 2608

Emergency Duty Team (out of Hours) – 0800 833 408

Child Line – 0800 1111

This policy was reviewed by Kingfisher Kindergarten Ltd

Date to be reviewed	Annually
Signed on behalf of the provider	La-Ryne van der Westhuizen
Role of signatory	Owner