

# Allegations Against a Staff Member



## **Purpose of the Policy**

The purpose of this policy is to ensure there is a robust response to any allegations made against paid or unpaid staff delivering services or activities as part of Kabuki Childcare Centre.

We aim to:

- Safeguard the wellbeing of staff in minimising the risk of allegations against staff, volunteers or students.
- Provide a clear procedure for the reporting, recording and management of any allegations

## **What parent/ Carers should do**

- If you have concerns that a staff member/ student/ volunteer has harmed a child you must report this to a member of staff who will then take the matter straight to the Designated Lead/ Deputy
- Participate fully in any meetings that are arranged in order to obtain details of the potential allegation

## **What Kabuki Childcare Centre will do**

- Ensure all staff avoid putting themselves in situations that may lead to allegations being made against them
- Not allow members of staff to work alone with children
- Ensure two members of staff as a minimum are on duty with children at all times
- Make sure staff are deployed equally within each area of the nursery environment to ensure the safety of the children at all times
- Ensure all staff members understand the procedure for reporting allegations against another member of staff, student or volunteer
- Take allegations seriously and follow the procedure for dealing with allegations when they are reported
- Ensure all staff/ volunteers/ students have a copy of the policy

## **Procedure for dealing with allegations**

- The member of staff to whom the allegation or concern has initially been reported to should not question the person or investigate the matter further. Unless the person the allegation is reported to is the Designated Safeguarding Lead/ Deputy.

- The member of staff must notify the Designated Safeguarding Lead/ Deputy
- If the allegation is about the Designated Safeguarding Lead/ Deputy the member of staff should notify the Nursery Manager
- Upon the Designated Lead/ Deputy/ Nursery Manager being made aware of a potential allegation, they will gather initial information, including a written account of the allegation from the person who reported it. The written account will include information about, dates, times location of the incidents and names of any potential witnesses, and establish whether the allegation may have some foundation for further action.
- The Designated Safeguarding Lead/ Deputy must notify the Nursery Manager, immediately of the outcome of their initial findings of the potential allegation.
- The Designated Safeguarding Lead/ Deputy and Nursery Manager will discuss whether one of the criteria for an allegation (as defined in Working Together to Safeguard Children, 2018 pages 56/57/59) has been met. This will determine whether a member of staff/ student/ volunteer has:
  - ❖ behaved in a way that has harmed a child, or may have harmed a child.
  - ❖ Possibly committed a criminal offence against or related to a child
  - ❖ Behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- If any of the above criteria appear to have been met, the Designated Safeguarding lead/ Deputy will make a referral to the Local Authority Designated Officer (LADO) as soon as possible, within one day.
- The LADO and the Designated Safeguarding Lead/ Deputy/ Nursery Manager will consider the nature, content and context of the potential allegation; establish whether it falls within the scope of the allegations within the **Working Together to Safeguarding Children 2018** and agree the next course of action to obtain any additional information and to identify which agency will conduct these enquires. This will include a decision whether a referral to Children’s Social Care is required.
- If a criminal offence may have been committed, the LADO will also notify the police
- The LADO may decide to arrange a Strategy meeting if the allegation is of a serious nature or requires more than one strand of enquiry. The Designated Safeguarding Lead or Nursery Manager will attend the Strategy meeting
- The Nursery Manager will identify the individual who will conduct a Management Investigation, if one is required, in accordance with BMBC Conducting a Management Investigation Policy
- The Nursery Manager will submit a notification to OFSTED as soon as possible and no later than 14 days after the incident has been reported.

This policy was adopted on	Signed on behalf of the nursery	Date for review
01/09/23	H.Pooley	30/08/24

