

## ALLEGATIONS AGAINST STAFF or VOLUNTEERS POLICY

### Safeguarding & General Welfare Requirements: Safeguarding

Safeguarding and Promoting Children's Welfare. The Provider must take necessary steps to safeguard and promote the welfare of children.

### POLICY STATEMENT

At St Eval Pre-school we whole heartedly believe that keeping children safe is everyone's responsibility, all children have a right to be safe no matter who they are or what their circumstances. Handling allegations, particularly serious ones, is a complex and delicate process. All allegations need to be taken seriously. Good record-keeping is essential to the success of child protection practices.

### Allegation is made

All allegations against staff or any observations of inappropriate behaviour by a member of staff should be brought to the attention of the Manager [Rachael Richards](#) in the strictest confidence - their name should be listed in the Pre-schools Allegations Record. If the allegation concerns the Manager, the allegation should be taken directly to the Committee Chairperson.

It is important that all allegations, no matter how trivial they may seem should be reported directly to the designated person. All concerns must be signed and dated with a written record of concerns, observations or the information you have received to pass on to the designated person.

It is extremely important to maintain confidentiality and guard against publicity while an allegation is being considered or investigated and follow local information sharing protocols.

### We Will NOT:

- attempt to deal with the situation individually
- make assumptions, offer alternative explanations or diminish the seriousness of the behaviour or alleged incidents
- keep the information to yourself or promise confidentiality
- take any action that might undermine any future investigation or disciplinary procedure
- interviewing the alleged victim or potential witnesses
- inform the alleged perpetrator or parents or carers

Designated Person in the event of an allegation against a member of staff:

[Rachael Richards](#) – Pre-school Manager

[Chairperson](#)

The same action should be taken if the allegation is about abuse that has taken place in the past, as it will be important to find out if the person is still working with or has access to children.

## Report Allegation

The Manager or Committee Member will notify Cornwall Council Local Authority Designated Officer (LADO) & Ofsted immediately or within ONE WORKING DAY.

Local Authority Designated Officer (LADO):	01872 254549
Cornwall Multi-Agency Referral Unit:	0300 1231 116
Cornwall out of hours service:	01208 251300
OFSTED Helpline:	08456 404040
Police:	101

LADO & Ofsted must be informed if it appears the person 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 in an inappropriate way towards a child which may indicate that s/he is unsuitable to work with children

Additionally the LADO must be informed:

- if there are concerns about the person's behaviour towards their own child or children unrelated to their employment or voluntary work
- when an allegation is made about abuse that took place some time ago and the accused person may still be working with or have contact with children.

Referral to the LADO will not be delayed in order to gather further information, nor should any action be taken that might undermine any future investigation or disciplinary procedure, such as interviewing the alleged victim or potential witnesses, or informing or interviewing the alleged perpetrator, prior to contacting the LADO.

NB. If a child has clearly been injured and/or there is clear evidence of significant harm or risk of significant harm, immediate referral to the police or social care or emergency services will be considered, in accordance with child protection procedures. The safety and welfare of the child is our overriding concern.

If a member of the public has a concern or allegation about a person known or suspected to be working with children, or who has worked with children, the advice above should be followed, but it is more appropriate to report direct to the LADO, police or social care.

## Initiate Allegations Procedures

The LADO will decide whether the incident fits the criteria of an Allegation Against Staff. In other words: Did the alleged incident potentially cause harm to the child? Does the alleged incident potentially constitute a criminal offence? Does the alleged incident suggest that this person is potentially unsuitable to work with children? The LADO will liaise with police or social care where they are or may need to be involved.



In all cases of allegations or serious concerns about staff or volunteers being referred direct to the police or social care teams, the LADO should be informed within one working day by the police force's designated officer or relevant social care team manager.

## Workplace Arrangements

The LADO will advise whether the member of staff should remain in the workplace or whether they should go on 'gardening leave' or be suspended until the investigation is resolved. If the member of staff remains in the workplace, safeguards will be put in place to protect the member of staff and the child/children involved. The member of staff will be advised to contact their union representative and the senior member of staff will keep both the member of staff and the family up to date with regard to timescales of meetings and the procedures being put in place.

## Strategy Meeting

The LADO will schedule a strategy meeting with the representative from the Pre-school and from the Police. A Police check will be conducted prior to the strategy meeting to determine whether any previous incidents involving that member of staff are known. Ofsted will also be invited to take part in any subsequent strategy meeting.

## Decisions and Next Steps

Professionals at the strategy meeting will decide what next steps to take - these may include criminal proceedings, child protection procedures, disciplinary procedures, training needs, or no further action.

## Records

The Allegations Against a Member of Staff Record will be kept for at least three years, and the action which was taken as a result of each complaint, will be made available to Ofsted on request.

## Cornwall & Isles of Scilly Safeguarding Children Board

Please find below a link to the Cornwall & Isles of Scilly Safeguarding Children Board, where more useful information and advice can be found, this includes a link to the Multi-Agency Referral Unit (MARU) guidance notes and a link to the Child Protection & Safeguarding Children Leaflet.

<http://www.safechildren-cios.co.uk>

## Complaints Procedure

Please find below a link to St Eval Pre-school Complaints Procedure:

[St Eval Pre-school Complaints Procedure](#)



This policy is reviewed annually, next review date: November

APPROVAL

Signature:

Name & Position: Rachael Richards -  
Manager

Date:

AGREED

Signature:

Name & Position: On behalf of Committee

Date:

