

## Allegation made against a member of St Lawrence Pre-School staff



Unfortunately, child abuse does occasionally take place in day care settings, so we have introduced this 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 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 in the accident book 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 book.
- If a child arrives with an injury sustained elsewhere we will ask for an explanation and again record this in the accident book and ask whoever has brought in the child to sign the record.
- 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. Within the preschool this will be to parents in writing within the prospectus before the child begins to attend St Lawrence Pre-School.
- Our behavioural management policy states that no physical sanctions will be used and we will ensure that everyone complies with it in all rooms 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, Donna Bishopp will be informed immediately and will contact:  
Local Authority Designated Officer (LADO)

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St Lawrence Pre-School staff

03000 41 08 88 or email [kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk).

If the allegations is made against Donna Bishopp the Chair of committee will contact LADO. Parent/Carer are given committee contact details at settling in session. Information is displayed on parent notice board.

Manager/Committee will follow and complete checklist.

- They 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 *Donna Bishopp* will complete the attached form for recording allegations or complaints made against staff.
- Donna Bishopp 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.** St Lawrence Pre-School) 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.

**Always remember;**

***The welfare of the child is Paramount***

Reason for issue	Issued by(signed)	Date	Review	Date	Chair/committee

**Guidance for managers/committee 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 St Lawrence 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. 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 Donna Bishopp 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 Donna Bishopp then you should speak Chair or Vice Chair of the committee who will follow the procedures above.

**St Lawrence Pre-School Allegations/Complaints Form**

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

\_\_\_\_\_

1. Is the complaint: Written or verbal? (delete as necessary)
2. Complaint made by: \_\_\_\_\_ Relationship to child \_\_\_\_\_
3. Name of child \_\_\_\_\_ Age and date of birth \_\_\_\_\_
4. Parent's/carers name(s) address, email, telephone number:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Date of alleged incident/s \_\_\_\_\_

7. Did the child attend on this/these date/s: \_\_\_\_\_

8. Nature of complaint

\_\_\_\_\_

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\_\_\_\_\_

(continue on a separate sheet if needed): \*YES/NO \*delete appropriately

9. Other relevant information

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(continue on a separate sheet if needed): \*YES/NO \*delete appropriately

10. Social Services \_\_\_\_\_

11. Ofsted contacted at (date and time) \_\_\_\_\_

12. Further actions advised by Social Services Department and Ofsted

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Your name and position \_\_\_\_\_

Signature \_\_\_\_\_

Today's date and time \_\_\_\_\_