



Managing Allegations Against Staff Within the Setting

Reviewed date: January 2024

At Bidborough Village Nursery School, we understand the critical importance of safeguarding children and maintaining trust in our care. Recognising the potential for allegations against staff, we have established this policy to outline preventative measures and the steps to be followed should an allegation be made. This policy is in line with the Early Years Foundation Stage (2024) and the Kent Safeguarding Children Board Procedures.

Preventative Measures

- **Accident Reporting:** All injuries sustained by children in our care are promptly recorded in the accident book. Parents/carers are informed and asked to sign the accident book upon collection of their child.
- **Injury Upon Arrival:** Injuries noted upon a child's arrival are documented, and an explanation is sought from the parent/carers, who is also asked to sign the accident book.
- **Child Protection Training:** Regular training is provided for all staff to ensure understanding and vigilance regarding child protection issues.
- **Parental Understanding:** Parents are informed of our safeguarding responsibilities, ensuring clear communication and understanding of our role.
- **Behavioural Management:** Adherence to our behavioural management policy, which prohibits physical sanctions, ensuring compliance across the setting.
- **Supervision:** Efforts are made to avoid situations where a staff member is alone with a child. When necessary, doors are left open, and the environment is arranged to ensure visibility and safety.
- **Personal Care:** Staff avoid performing personal care tasks that children can manage themselves, respecting children's independence and privacy.
- **Recruitment:** Comprehensive checks, including taking up references and exploring employment gaps, are conducted to ensure the suitability of all staff.

Procedure for Managing Allegations

- **Immediate Action:** Upon receiving an allegation against staff, the Designated Safeguarding Lead (DSL), Mrs. Kenarik Esraeilian, is notified immediately to contact the Local Authority Designated Officer (LADO) for advice on assessing the allegation and deciding on the subsequent action.

- **Documentation:** A specific form for recording allegations or complaints against staff is completed, ensuring accurate and confidential record-keeping.
- **Confidentiality:** The details of the allegation are not discussed with the accused staff member unless advised by Children's Social Services.
- **Disciplinary Action:** Failure to report concerns about the conduct of a colleague is a disciplinary offence. All staff are encouraged to consult with the DSL if in doubt.
- **Investigation:** The nursery understands its role is not to investigate but to report and cooperate with any investigations conducted by Children's Social Services, the police, or Ofsted.
- **Ofsted Notification:** Ofsted is informed of all allegations, even if no further action is taken by the LADO, to ensure compliance with registration requirements.

Guidance for Managers

- Detailed guidance is provided for completing the checklist for handling and recording allegations, emphasizing factual recording and the avoidance of self-conducted investigations unless directed by the LADO.

Conclusion

This policy is designed to protect both children and staff by ensuring a clear, transparent, and fair process is followed in the event of allegations. Regular reviews and updates will be conducted to ensure the policy remains effective and in line with current safeguarding legislation and best practices.

Checklist for handling and 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 allegations/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 _____

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Local Authority Designated Officer Contacts

The LADO Team deal with allegations against staff who work with children either in education or the wider workforce

If you need to speak to the LADO Team regarding an **allegation** against a member of staff **please call any member of the LADO Team number**. Your details will be taken and passed to the intake officer. The same intake officer will support you through the process until the matter has been resolved. Please note that the team no longer works on an area basis.

LADO Team contact number: 03000 410 888

Now it's just one number for the whole LADO Team covering Kent Local Authority

Email: kentchildrenslado@kent.gov.uk

If a call is urgent i.e. **a child is in immediate danger**, and the call **cannot** go through to the officer on **Duty**, the call should go through to the **Central Referral Unit on: 03000 41 11 11**
Email: frontdoor@kent.gov.uk Out of Hours Tel: 03000 41 91 91

