

# Cherrytree Nursery School Ltd

## Policy for What happens if an allegation of abuse is made against a member of Cherrytree Nursery School

(guidance taken from KCC Children Families & Education – Children’s Safeguards Service)

This policy contains the procedure which will be undertaken if an allegation of abuse is made against a member of staff. This complies with both Ofsted and Social Services guidelines.

### **To minimise the chance of any misunderstanding the following procedure will be applied:-**

- 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 will record this in the accident book with the explanation given. We will ask whoever has told us of the incident to sign the record.
- We ensure that all staff undertake regular safeguarding training.
- We will endeavour to ensure that all parents understand our role and responsibility in safeguarding through the prospectus given to parents prior to entry.
- Our behaviour management policy states that no physical sanctions will be used and we will ensure that everyone complies with this 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 there are other people around within earshot.
- 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, wherever possible.
- We will take up references, including one from the candidate’s last employer, and will always question any gaps in employment history.
- We 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, the Safeguard Lead (Carol Ellis at our Newtown branch and Sharon Nichols at our Kingsnorth Road branch) will be informed immediately and will contact:  
Local Area Designated Officer (LADO) 03000 410 888  
The LADO will assess whether the allegation reaches the threshold for referral to Police and/or Social Services and advise accordingly regarding further action to be taken in respect of the child and the member of staff.
- Carol Ellis or Sharon Nichols will complete a form for recording allegations or complaints made against staff.
- Carol Ellis or Sharon Nichols will not discuss the allegation with the member of staff concerned, unless advised to do so by Social Services.
- **All staff are aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.**
- If Social Services and/or the Police decide to carry out an investigation, **it may be possible that Ofsted will advise the Nursery to suspend the member of staff, whilst enquiries are carried out.** Cherrytree Nursery School could also invoke their disciplinary procedure.
- We will not carry out an investigation ourselves **unless** Social Services and the Police decide it is not appropriate for them to do so. We understand that Ofsted may wish to undertake further investigations.

**We always remember: The welfare of the child is Paramount.**