

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.

Guidance for managers 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 Cherrytree Nursery 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 as 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.**
10. Remember that if an allegation of abuse is made against a member of our staff you must inform Carol Ellis or Sharon Nichols who will contact the Children's Safeguards Unit for further advice.
11. **Ofsted must be informed** if an allegation is made against a member of our staff, even if the Children's Safeguards Unit 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 Children's Safeguards Unit or Ofsted advise you to take and the date or times at which you implemented them.
13. **If the allegation is against Carol Ellis or Sharon Nichols then you should speak to Elaine Miles who will follow the procedures above.**

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 allegation / complaints:

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2. Is the complaint: Written or Verbal (delete as appropriate)

3. Complaint made by:

Relationship to child:

4. Name of Child:Date of Birth (Age)()

5. Parent / carer's name(s) and addresses:

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6. Date of alleged incident(s)

7. Did the child attend / seen on this / these dates?

8. Nature of complaint (if received in writing, see guidance)

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9. Other relevant information (continue on separate sheet if needed)

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10. Social Services contacted (date and time)

11. Ofsted informed (date and time)

12. Further action advised by Social Services Dept and Ofsted

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Your name and position _____

Signature _____ Today's date and time _____