



Allegation against a member of staff

Policy statement

Children can be subjected to abuse by those who work with them in any and every setting. All allegations of abuse or maltreatment of children by a professional, staff member, or volunteer must therefore be taken seriously and treated in accordance with consistent procedures.

Our intention

it is our intention that when an allegation of abuse is made either by a child, colleague, parent or member of the public, the person receiving the allegation must take it seriously and deal with it by informing either the Setting Manager (if the allegation is not against that person) or the owners of the setting. Failure to do so may result in disciplinary action.

Implementation

AT LITTLE SQUIRTS WE FOLLOW PROCEDURES FOR MANAGING ALLEGATIONS AND CONCERNS REGARDING STAFF, CARERS AND VOLUNTEERS WORKING WITH CHILDREN AND YOUNG PEOPLE. This guidance can be found on the Central Bedfordshire Council Local Safeguarding Children's Board website here <http://www.bedfordshirelscb.org.uk/lscb-website/professionals/allegations-against-adults-working-with-children>

What to do when an allegation is made

If an allegation is made against a paid or unpaid employee, the Senior Manager must immediately be informed. The following action must be taken:

- Immediate contact must be made with the Local Authority Designated Officer (LADO) Children's Services on **0300 300 5026/0300 300 8142** at least within one working day;
- Ofsted should be notified immediately;
- The Manager, owners of the setting and the Safeguarding Lead should also be informed that an allegation has been made;
- No discussions are to be held at this stage with the member of staff concerned;
- Suspension is a neutral act and therefore not automatic. Any decision to suspend must take into account the seriousness of the allegation and the initial weight of the presenting evidence.

The LADO and Ofsted can advise further on the action that the setting should now take with regard to the member of staff, specifically with regard to safeguarding children. The decision as to whether or not to suspend rests with the Setting and will be based on risk and safety as far as possible at the time the allegation is made.

If the allegation relates to the Manager/ the Owner/Proprietor/Safeguarding Children Officer then next most senior member of staff must follow the procedure listed above.

Deciding to suspend

Although suspension is not automatic, the member of staff may be asked to refrain from some or all duties until further assessment has occurred to determine the nature and level of risk. This does not imply innocence or guilt.

The staff member may have questions as to why this has been requested. If asked, the manager will inform the staff member that a safeguarding concern has been brought to the attention of the management. This cannot be discussed any further but there will be a formal opportunity to respond at a later date.

The setting must not question the staff member or investigate the matter. Confidentiality should be maintained throughout this matter, in order that any subsequent investigation is not prejudiced.

Guidance for Setting staff receiving an allegation:

- Do not promise total confidentiality to children since they must inform the Management of the setting (as above);
- Make a written note of the allegation/concerns including a note of anyone else witnessing the incident. Witnesses should also make a record, these will be signed and dated;
- Only establish what the child is saying and do not interview the child about the allegation;
- If staff have any reason to suspect that a child may have been abused by another member of staff, they must immediately inform either the Manager, Owner or a Designated Safeguarding Officer.

This policy was adopted by Little Squirts Preschool on 8th November 2021 (review date 1st November 2022)

Signed.....

Name.....

Role.....