

## **ALLEGATIONS**

In the case of an allegation made directly against a member of staff:

The setting Manager should be the first line of complaint or advice

If the setting Manager is unable to resolve the situation or reach agreement with the member of staff, then the matter should be taken to the deputy manager and/or managing director.

Any allegation will be reported to Ofsted and Social Services and advice will be sought from our Local Authority Designated Officer at Lambeth (LADO).

The member of staff who the allegation has been made against is likely to be suspended until a satisfactory outcome has been reached in cases where;

- There is cause to suspect a child is at risk of significant harm.
- The allegation warrants investigation by the police
- The allegation is so serious that it might be ground for dismissal.

The employment agreement with that staff member would then be reviewed. All conversations between parents and staff will be recorded and kept confidential.

### **Allegation of abuse** made against a member of Staff / Manager

This policy contains the procedure, which will be undertaken if an allegation of abuse is made

against a member of staff. Unless the allegation is against the setting manager / managing director, in which case it should be reported to the Human Resources Manager – Northgate Tel. 0845 073 0240

This complies with both Ofsted and Social Services.

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

1. If a child sustains an injury whilst in our care, we will record it in the accident form 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.
2. 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.
3. We ensure that all staff undertakes regular child protection training.
4. We will endeavour to ensure that all parents understand our role and responsibility in child protection through the prospectus given to parents prior to entry.
5. Our behaviour management policy states that no physical sanctions will be used and we will ensure that everyone complies within the setting.
6. 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.
7. We will avoid engaging in rough physical play with children – as this may be misconstrued and could cause accidental injury to a child.
8. We will avoid doing things of a personal nature for children that they can do for themselves, wherever possible.

9. We will take up references, including one from the candidate's last employer, and will always question any gaps in employment history.
10. 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?**

1. If anyone makes an allegation of abuse against a member of our staff, the manager or deputy will be informed immediately.
2. They will assess whether the allegation reaches the threshold for referral to Police / Social Services and advise accordingly regarding further action to be taken in respect of the child and the member of staff.
3. The manager or deputy will complete a form for recording allegations or complaints made against staff.
4. The manager or deputy will not discuss the allegation with the member of staff concerned, unless advised to do so by Social Services.
5. All staffs 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.
6. If Social Services and/or the Police decide to carry out an investigation, it may be possible that Ofsted will advise the setting to suspend the member of staff, whilst enquiries are carried out. Lily's Kids Klub could also invoke their disciplinary procedure.
7. 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.

Once informed of an allegation the manager / deputy have the responsibility to inform and seek advice from the following organisations at the earliest opportunity:

- **The Lambeth Local Authority Designated Officer (LADO) – Tel: 020 7926 8508**
- **Ofsted - Tel: 0300 123 1231**

**The Local Authority Designated Officer (LADO) may also advise the manager / deputy to inform the Lambeth Referral and Assessment duty social worker – Tel: 020 7926 7856.**

The Local Authority Designated Officer and Ofsted will provide advice to the setting regarding the investigation and resolution of the allegation.

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

Allegation of abuse policy written December 2010 updated 04<sup>th</sup> April 2011, Updated 12<sup>th</sup> May

2011...reviewed.....20<sup>th</sup> June 2014...reviewed.....15<sup>th</sup> September

2014...reviewed.....