

Stepping Stones Day Nursery & Nursery School Limited

ALLEGATION POLICY

How we can protect ourselves?

- If a child sustains an injury whilst in our care, we will record it on an 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 form.
- If a child arrives with an injury sustained elsewhere we will ask for an explanation and again record this on the injury at home form and ask whoever has brought in the child to sign the record.
- We will ensure that all staff undertake regular child protection training.
- We will ensure that all parents understand our role and responsibility in child protection. Within the nursery there will be statements to this effect.
- Our behavioural management policy states that no physical sanctions will be used and we will ensure that everyone complies with it in all rooms 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 the door is left open and there are other people around.
- 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.
- We will take up references, including one from the candidate's last employer, and will always question any gaps in employment history.
- We will 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, Jane Kelly and Bernadette Varney, our Lead Safeguarding Officers, will be informed immediately and will contact the Local Authority Designated Officer (LADO) on 01865 810603.
- If the allegation concerns Jane Kelly or Bernadette Varney the other can be told or the Deputy Manager, Lindsay Turner, who will contact LADO. Alternatively you can also contact the LADO directly on 01865 815956.
- LADO will assess whether the allegation reaches the threshold for referral to Police/Children's Social Services and advise accordingly regarding further action to be taken in respect of the child and the member of staff.

- Jane Kelly or Bernadette Varney will complete the attached form for recording allegations or complaints made against staff.
- Jane Kelly and Bernadette Varney will not discuss the allegation with the member of staff concerned, unless advised to do so by LADO.
- **All staff need to be aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk. When in doubt, speak to the Manager, Office Manager or Deputy Manager.**
- If the LADO and/or the police decide to carry out an investigation, **it may be possible that we will be advised to suspend the member of staff, whilst enquiries are carried out.** Management could also invoke their disciplinary procedure.
- We will not carry out an investigation ourselves **unless** LADO and the Police decide it is not necessary for them to do so. We understand that Ofsted may wish to undertake further investigations in some circumstances.

Always remember the welfare of the child is Paramount

Guidance for managers completing checklists 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 Stepping Stones 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 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 unless the LADO has handed back this responsibility to the employer.**
10. Remember that if an allegation of abuse is made against a member of our staff you must inform Jane Kelly or Bernadette Varney who will contact the LADO for further advice. If the allegation concerns Jane Kelly or Bernadette Varney the other one or the Deputy Manager, Lindsay Turner, will follow the procedure above. Alternatively you can also contact the LADO directly on 01865 815956.
11. Ofsted must be informed if an allegation is made against a member of our staff, even if the LADO decides no further action is required. Ofsted may do their own investigation to ensure that registration requirements are being met. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence.

This should be done online at using the following link:

https://ofstedonline.ofsted.gov.uk/ofsted/Ofsted_Early_Years_Notification.ofml

12. Make a note of any actions the LADO or Ofsted advise you to take and the date or times at which you implemented them.

This policy was adopted on	11/2015
Signed on behalf of the nursery:	Date Reviewed:
James Chenery	09/16, 09/17, 10/17, 12/17
Jane Kelly	09/2018

To be completed in the case allegations or complaints of abuse made against a member of staff regarding a child/children in their care:

Document **EVERYTHING** you feel is relevant.

1. Name and position of staff who is the subject of allegations/complaint:

2. Is the complaint written or verbal? _____

3. Complaint made by: _____ Relationship to child: _____

4. Name of child: _____ Age and date of birth: _____

5. Parent/Carers name and address:

6. Date of alleged incident: _____

7. Did the child attend on the day mentioned? _____

8. Did the staff member attend on the day mentioned: _____

9. Nature of complaint (if received in writing see guidance):

10. Other relevant information (continue on a separate sheet if needed):

11. Date and time LADO contacted: _____

12. Full name of the person you spoke to: _____

13. Date and time Ofsted contacted: _____

14. Full name of the person you spoke to: _____

13. Action advised by LADO: _____

14. Action advised by Ofsted: _____

Name: _____

Signature: _____

Date: _____

CONTINUATION SHEET