



# Allegations Policy

**What happens if an allegation of abuse is made against a member of Kiddie Kapers Staff?**

Unfortunately, child abuse does occasionally take place, so we have introduced this separate policy to remind staff of the measures that can be taken to reduce the risk of any allegations being made against them or another member of staff. It also contains the procedure, which will be undertaken if an allegation is made against a member of staff. This complies with both Ofsted and Social Services requirements.

### **How we can protect ourselves?**

- If a child sustains an injury whilst in our care, we will record it on an accident sheet 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 sheet to confirm they have been informed of the event. The sheet is passed on the Nursery Manager to monitor the accidents
- If a child arrives with an injury sustained elsewhere we will ask for an explanation and again record this in the accident sheet 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.
- Our behavioural management policy states that no physical sanctions will be used and we will ensure that everyone complies with it.
- 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 of employees, including one from the candidate's last employer, and will always question any gaps in employment history. We will also request at least one character reference for volunteers
- 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
- In supervision meetings a question will be asked about safeguarding, and if any employee is concerned that they know unsafe working practices are being used they have a duty and an opportunity to share their concerns.

### **What happens if an allegation of abuse is made against a member of staff in the Nursery?**

- If anyone makes an allegation of abuse against a member of our staff, The Head of Nursery will be informed immediately and will contact the local authority designated officer (LADO), or if unavailable **an alternative member of the Local Authority Designated Officer team on telephone number 03000 410 888. (Out of hours 03000 419 191)** 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.

- The Head of Nursery will complete the attached form for recording allegations or complaints made against staff.
- The Head of Nursery will not discuss the allegation with the member of staff concerned, unless advised to do so by Social Services.
- If the allegation is made against the Head of Nursery, this should be made to/or reported to their line manager – **The Business Manager- Sheila Tong, 03000 412 950 or email Sheila.tong@kent.gov.uk**
- **All staff needs 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 – consult.**
- If Social Services and/or the police decide to carry out an investigation, advice and consultation will be offered with regard to managing the potential risk and whether the member of staff can continue to work at the nursery. The Nursery 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.

**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 the Nursery 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.**
10. Remember that if an allegation of abuse is made against a member of our staff you must inform the **Head of Nursery** who will contact the Children's Safeguard Unit for further advice.
11. **Ofsted must be informed** if an allegation is made against a member of our staff within the nursery, even if the Local Authority Designated Officer team 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 Local Authority Designated Officer team or Ofsted advise you to take and the date or times at which you implemented them.

## Checklist for handling and recording allegations or complaints of abuse made against a member of staff regarding a child/children in their care

Name and position of staff who is the subject of allegations/complaint:	
Is the complaint:    Written or verbal? <span style="float: right;">(Delete as necessary)</span>	
Complaint made by:	Relationship to child:
Name of child:	Age and date of birth of child:
Parent's/carers name(s) and address:	
Date of alleged incident/s:	
Did the child attend on this/these date/s:	
Nature of complaint (if received in writing see guidance):	
Other relevant information (continue on a separate sheet if needed):	
Social Services contacted at (date and time):	
Ofsted informed at (date and time):	
Further actions advised by Social Services Department and Ofsted:	
Your name:	Your position:
Signature:	Date & time of completing:

*This policy is to be reviewed annually.  
Date of next review: February 2018*