



Allegations Against A Member of Staff Policy

AIM

At Playbox Day Nursery we take the safety and well being of all those attending seriously and we would urge any person who believes that a member of staff is not behaving appropriately to contact the relevant agencies.

Our procedures

- If anyone makes an allegation of abuse against a member of our staff, SARAH SEYMOUR will be informed immediately and will contact:

KATE DAVIS TELEPHONE: 03000 410 888 Local Authority Designated Officer (LADO)

Email: kentchildrenslado@kent.gov.uk

- In the event that the allegation is regarding the manager of the setting then the staff member should contact the LADO.
- They 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.
- The Nursery Manager SARAH SEYMOUR will complete a form for recording allegations or complaints made against staff.

- SARAH SEYMOUR will not discuss the allegation with the member of staff concerned, unless advised to do so by Children's Social Services.
- **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 – consult.**
- If Children's Social Services 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.** PLAYBOX NURSERY could also invoke their disciplinary procedure.
- We will not carry out an investigation ourselves **unless** Children's Social Services 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.

This Policy was adopted at a meeting at Playbox NURSERY Held on 4th April 2019

This policy will be reviewed on: 1st April 2020