



## Allegations Against A Member of Staff Policy

- Playbox Nursery recognises that it is possible for staff and volunteers to behave in a way that might cause harm to children and takes seriously any allegation received. Such allegations will be referred immediately to the The Manager who will first contact the Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the child and staff member.
- The Manager also ensures we meet our responsibilities under Section 35 of Safeguarding Vulnerable Groups Act 2006. This includes the duty to make a referral to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first) because they have harmed a child or put a child at risk of harm.
- As a registered provider we are aware of our duty to inform Ofsted any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). We will also notify Ofsted of the action taken in respect of the allegations. Notifications will be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made and are aware that to not do so would be an offence.
- All members of staff are made aware of the school's Whistle-blowing procedure and that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.
- Members of Staff can also access the NSPCC whistleblowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)
- For specific guidance on how to respond to allegations against staff, please refer to the "Procedures for Managing Allegations Against Staff" and Whistle Blowing Policy which can be found in the staff room/office/staff intranet/network etc.
- **When in doubt – consult**

### **Our procedures**

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

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

**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 18<sup>th</sup> March 2020**

**This policy will be reviewed on: 1st April 2021**