

Monty's Daycare
Allegations against staff Policy and Procedure
In conjunction with Monty's Safeguarding & Child Protection Policy

Our designated Safeguarding persons are Emma Taylor Nursery Manager and Kerry Allen (Deputy Manager) in their absence Rachel or Nick Whitley Nursery Owners would be the Designated Person in charge of all Safeguarding issues.

Unfortunately, child abuse does occasionally take place in day care settings, 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 Children's Social Services.

How we can protect ourselves?

- If a child sustains an injury whilst in our care, we will record it on an accident record form and in the accident book 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.
- If a child arrives with an injury sustained elsewhere we will ask for an explanation and again record this in the pre-existing injury file and ask whoever has brought in the child to sign the record. This form then gets passed to Kerry Allen Nursery Deputy Manager/Designated Safeguarding officer who stores away in a separate file.
- We will ensure that all staff undertake regular child protection training.
- We will ensure that all parents/guardians understand our role and responsibility in child protection. Parents/guardians will have access to our policies, these will be situated in every room of the nursery.
- 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 at least 2 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 Emma Taylor or Kerry Allen 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, Emma Taylor and/or Kerry Allen will be informed immediately and will contact:
Our Local Authority Designated Office LADO: 03000 410888. For children in immediate danger contact the Central Referral Unit 03000 411111 they will assess whether the allegation reaches the threshold for referral to the Police and or Children's Social Services and will advise accordingly regarding further action to be taken in respect of the child and the member of staff.
- Emma Taylor/Kerry Allen will complete the attached form for recording allegations or complaints made against staff.

- Emma Taylor/Kerry Allen will not discuss the allegation with the member of staff concerned, unless advised to do so by the Local Authority Designated Officer/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 the allegation is made against either Emma Taylor or Kerry Allen, staff must raise their concerns to Rachel Whitley who will carry out the following procedures.
- 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. Monty's Daycare 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 appropriate for them to do so. We understand that Ofsted may wish to undertake further investigations.

Always remember that 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 Monty's Daycare makes a complaint against you it must be passed immediately to Rachel Whitley.
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 as specific as possible about dates that they are alleged to have happened.
7. Check the attendance register 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 Emma Taylor or Kerry Allen who will contact the Local Authority Designated Officer for further advice.
11. *Ofsted must be informed* if an allegation is made against a member of our staff, even if the Local Authority Designated Officer/Children's Safeguarding Unit 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 Children's Safeguarding Unit or Ofsted advise you to take and the date or times at which you implemented them.
13. If the allegation is against Emma Taylor or Kerry Allen then you should speak to Rachel Whitley who will follow the procedures above.

Please see overleaf for checklist to complete

This policy was adopted at a meeting on 23rd April 2015. Emma Taylor (Nursery Manager) and Kerry Allen Deputy Manager were present.

Policy and procedure to be revised in the month of June 2015

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

1. Name and position of staff who is the subject of allegation/ complaints:

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2. The complaint is: Written or Verbal (delete as appropriate)

3. Complaint made by:

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Relationship to child:

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4. Name of Child: Date of Birth (Age) ()

5. Parent / carer's name(s) and addresses:

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6. Date of alleged incident(s)

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7. Did the child attend/ seen on this/ these dates?

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8. Nature of complaint (if received in writing, see guidance)

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9. Other relevant information (continue on separate sheet if needed)

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10. Local Authority Designated Office contacted (date and time)

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11. Social Services contacted (date and time)

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12. Ofsted informed (date and time)

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13. Further action advised by Social Services Dept and Ofsted

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Your name and position

Signature _____

Today's date and time _____

