

## **Kiddy Academy Allegations against Members of Staff Policy**

This Policy will be use in respect of all cases in which it is alleged that a person who works with children has;

- **Behaved in a way that has harmed a child or staff memeber, or may have harmed a child or staff member**
- **Possibly committed a criminal offence against or related to a child/ staff member; or**
- **Behaved towards a child/children or staff member in a way that indicate s/he is unsuitable to work with them**

At Kiddy Academy Day Nurseries allegations made against a member of staff are to be reported to the

- Safeguarding Officer, the Manager or Deputy Manager in line with the company policy and procedures for complaints or safeguarding.
- In cases of allegations against the manager, deputy manager or any other senior directors of the company, a referral must be made immediately to the Local Safeguarding Board (LADO) and Ofsted in all instances.

All such situations, typically involving allegations of: assault or abuse, inappropriate handling or restraint, emotional abuse or sexual impropriety, will be handled with an appropriate level of urgency, importance and sensitivity.

Parents/carers and all other staff are encouraged to raise all matters of concern through the channels described above.

### **Reporting details**

The procedures for making a Referral

***Liverpool - Local Safeguarding Children Board–LADO 0151 225 8101/2258103 Tel careline: 0151 233 3700***

All allegations or concerns about any member of staff must be taken seriously.

Under no circumstances should allegations be minimised or ignored. The allegation may be made by a child, staff member, and parent/carer, member of the public, within the setting or outside. The allegation may relate to a recent event or an event in the past.

**It should be also be acknowledged that all staff may be vulnerable to malicious or mischievous allegations or complaints, therefore objectivity and a balanced approach to information received is essential. If an allegation or complaint is made against a member of staff, the Nursery manager will remain neutral.**

The staff member who the allegation is made against will be sent home on full pay whilst appropriate action is taken. There will then be an initial information gathering stage in preparation for deciding the most appropriate course of action. It is not appropriate at this stage for formal interviews to be conducted or written statements taken, as this could compromise a later investigation. It is appropriate for the manager or deputy to take notes for their own use and reference. Information gathering should include who was involved, what was said and by whom, and any wider relevant knowledge, observations or background information, either for the staff member(s) concerned or the child and/or family.

After information is gathered, it may become clear that a referral is necessary. In this case, the incident should be clearly documented and a clear and honest explanation given to the child's parent/carer or complainant.

The staff member(s) may be suspended on full pay. Suspension itself is a neutral act and will allow a full investigation of the facts to take place. When an allegation is made regarding an agency member of staff, a senior manager at the agency must be informed. Where an allegation has been made regarding a student or volunteer, a senior manager from their educational establishment must be informed.

The Nursery itself should not undertake its own investigation as this may compromise the investigation. Once the investigation is complete, Ofsted may visit the setting to discuss the implications of the investigation. It may then be necessary to initiate the setting's disciplinary, grievance, or complaints procedure.

Under no circumstances should a staff member or volunteer be dismissed or encouraged to resign. If a staff member does resign, this should not stop the process of investigation. A proper and full investigation should be conducted in all cases. If a member of staff resigns or 'disappears' during an investigation, the police, Ofsted, Local Safeguarding Board and LADO should be informed. If the investigation concludes the allegations were unfounded, the member(s) of staff should be allowed to peacefully resume their role(s), and should be supported in their return to work.

In the case of an allegation made by a member of staff regarding another member of staff or volunteer (**see whistle blowing policy**) the manager will be immediately informed and begin the above process.

*If any member of staff believes that a decision by the named designated safeguarding lead, not to refer a matter of concern was wrong or not taken seriously enough, they should refer the matter directly to Ofsted and LSB LADO and inform the named person that they have done so.*

Working with parents/carers;

- All of the above will be with the knowledge of the parent/carers unless it appears that to do so could put the child at greater risk.

All concerns are kept confidential and shared only with those, within and outside the nursery, who need to know.

Confidentiality regarding identification of individuals will be kept at all times

**All records kept are stored separately from the child's main file in a secure Place.**



Childcare at its Best

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| Review date: 16.01.18 | Date of next review: 16.01.19 |
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