

ALLEGATIONS OF CHILD ABUSE MADE AGAINST A MEMBER OF STAFF POLICY

Statement of Intent

Our pre-school expects the highest standards of behaviour from our staff, both within the pre-school and outside it to ensure that children are safe. This policy reminds 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 to be undertaken if an allegation is made against a member of staff. This complies with the both the Early Years Foundation Stage and the Local Safeguarding Children Board procedures.

Aim

Our aim is to;

- Create a safe environment at the preschool
- Respect and protect adults and children's rights
- Ensure that all staff are suitable to work in the pre-school
- Protect staff against malicious allegations

Method

- The pre-school will check and monitor its staff by;
 - Questioning potential employees about gaps in their employment history
 - Taking up written references
 - All staff will undertake enhanced DBS checks.
 - Monitoring of staff and other adults by supervisor during sessions
 - Induction of staff will include Child protection/safeguarding training
 - All staff will undertake Level I Child Protection at the earliest opportunity.
 - Level I training or refresher training should be undertaken as a minimum, every 3 years
- The Designated Safeguarding Officer will deal with allegations against staff & appropriate strategies are included within the organisations Safeguarding Policy, including what should happen if allegations are made against the DSO.
- Child protection/safeguarding policy & issues are reviewed and discussed on a regular basis e.g. staff meetings.
- All staff working directly with children will be made aware of:
 - "What to do if you think a child is being abused" document (Sept 15)
 - BSCB guidance document (Sept 15)
 - The settings Safeguarding Policy & Practices. (Sept 15)
 - Parents are made aware of the setting's policy and practices, and channels for reporting on children's progress/concerns are in place and utilised. (Sept 15)

Procedures

1. Suspicions or allegations of child abuse against a member of staff will be reported by the Designated Officer to Ofsted and to the Local Authority Early Years (as below). **Designated Officers – Karen Barnes & Charlotte Phillips.**
2. How we protect ourselves:
 - If a child sustains an injury whilst in our care, we will record it in the accident book as soon as possible. When the child is collected we will inform the adult of the injury and ensure that they sign the accident record.
 - If a child arrives with an injury sustained elsewhere we will ask for an explanation and record this on a pre-existing form.
 - We will ensure that all parents/carers understand our role and responsibility with regards to child protection and safeguarding children.
 - We will ensure that staff comply with our behaviour management policy.
 - We will endeavour to avoid situations where an adult is left alone in a room with a child.
 - We will avoid engaging in rough physical play with children as this may be misconstrued and could result in accidental injury to a child.
 - We will encourage children to deal with their own personal needs where developmentally appropriate.
 - We will encourage an open-door ethos to enable staff to talk to the manager or committee if they have concerns about the conduct of any of their colleagues. (This is also part of our Whistleblowing Policy)
3. Allegations of child abuse against a member of staff will be treated in strict confidence. People who are authorised to know of the allegations in the pre-school will be the Pre-school Manager, the Chair and the Safeguarding Officer(s).
4. If an allegation of abuse is made against a member of staff our Designated Safeguarding Officer will be informed immediately and will contact

Early Years – Designated Officer

Alison Terry, Early Years Senior Designated Officer, New County Offices, Walton Street, Aylesbury, Bucks, HP20 1YU
01296 383179 e-mail – aterry@buckscc.gov.uk

5. The pre-school will encourage its staff to co-operate with any investigation by Children's Social Services and/or the Police in any way it can and will act impartially. 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.
6. We will not carry out an investigation ourselves unless Children's Social Services and/or the Police decide it is not appropriate for them to do so. Ofsted will be informed of all allegations of abuse against staff and we understand that they may wish to undertake their own investigations to ensure compliance with registration.
7. The pre-school will suspend the staff member during the period of investigation, the reasons for the suspension will remain confidential and normal confidentiality rules apply to all staff and committee members should they become aware of the circumstances.
8. When the investigation is completed, the preschool will implement the preschool disciplinary proceedings to determine the future of the member of staff at the preschool.

Guidance for DSO's for handling and recording allegations of abuse made against a member of staff regarding a child/children in their care.

1. Record the name and position of the member of staff against whom the allegation has been made
2. Verbal allegations must be backed up in writing, however some may require immediate action that does not allow time for this to happen. In this case, they should be put in writing as soon as possible to do so by the complainant.
3. It is important to identify who made the allegation and whether it was received first hand or is a concern that is passed on from somebody else. If the latter is the case, you should speak to the person who has the concern.
4. Record the full name, address, age and date of birth of the child. The address should be the one at which the child lives with the main carer.
5. If there are one or more allegations, be as specific as possible about the dates that they are alleged to have happened.
6. Check the attendance register to see if the child was present on that day and the shift patterns of the staff member involved to ascertain whether they were working at the time. This will confirm the likelihood of the alleged incident having taken place.
7. If the allegation has been received in writing attach it to the checklist. You can then summarise it on the form
8. Any other information should be factual. It is helpful to confirm things such as the level of contact that the staff member has with the child (for example, are they the child's keyperson) and any other minor concerns that may have been raised previously. Do not attempt to investigate the allegation yourself.
9. Ofsted must be informed if an allegation of abuse is made against a member of staff, even if Children's Social Services and/or the Police decide no further action is required. Ofsted may carry out their own investigation to ensure that our registration requirements are being met.
10. Keep a diary of any actions Children's Social Services or Ofsted advise you to take and the date and times at which you implemented them.
11. If the allegation is against Karen Barnes or Charlotte Phillips then you should speak to a member of the management team.



Checklist for DSO's for handling and recording allegations 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			
Name		Position	
Is the allegation:	Written	Verbal	
Allegation made by:			
Relationship to child:			
Name of child:			
Age of child		Date of Birth	
Parent/carer name(s)			
Parent/carer address			
With whom does the child live?			
Date of alleged incident(s):			
Did the child attend on this/these date(s)?	Yes	No	
If yes, which session/time were they in the setting for?			
Nature of allegation:			



Other relevant information	
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Children's Social Services advised?	Yes	No
If yes, the date and name of the person spoken to within the organization	Name	Date

Ofsted contacted at (date and time)	Date	Time
Name of person spoken to		

Further actions as advised by Children's Social Services and Ofsted	
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Your name and position	
Signature	
Today's date and time	

