



MANAGING ALLEGATIONS AGAINST STAFF

Catkins Preschool

July 2022

At Catkins Preschool we want to ensure that the safety of your child is paramount. It is also vital to protect our staff and minimise the risk of any allegations being made against them

It is recognised that whilst staff are uniquely placed to detect signs and indicators of child abuse, they are themselves particularly vulnerable to malicious or misplaced allegations made by children either deliberately or innocently, arising from normal association with them within the setting.

In order to protect ourselves we will :

- Record in the accident book any injury sustained by a child whilst in our care. We will inform whoever picks the child up and ensure they sign the accident book.
- Ask for an explanation of any prior injury sustained elsewhere, if you are aware of any marks on your child from a previous accident outside of the setting please make us aware.
- Ensure all staff undertake regular Safeguarding Children training
- Ensure that all staff adhere to our Safeguarding Policy, Image Taking Policy and Behaviour Management Policy
- Avoid engaging in rough physical play with children as this may be misconstrued and could cause accidental damage to a child.
- We will 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.
- Avoid doing things of a personal nature for children that they can do for themselves.
- Ensure all parents understand our role and responsibility in Safeguarding Children, this will be discussed during our Induction sessions and information is also supplied in our Safeguarding and other relevant policies
- Take up references, including one from candidates last employers and we will always question any gaps in employment history
- All staff have current DBS checks.
- Encourage staff to demonstrate exemplary behaviour in order to protect themselves from false accusations and allegations
- Have procedures and security measures in place for permitting visitors to the group so that no unauthorised person has unsupervised access to the children.
- We will encourage an open-door ethos, holding regular supervisions to enable staff to talk to the supervisor if they have concerns about the conduct of any of their colleagues.

Allegations Against Staff

We ensure that all parents know how to complain about the behavior or actions of staff within the setting, which may include an allegation of abuse. We respond to any disclosure by children to staff, that abuse by a member of staff within the setting, may have taken, or is taking place, by first recording the details of any such alleged incident verbatim then contacting the LADO immediately with details.

If a parent makes an allegation against the team in general they will be invited in for a meeting to discuss details of the incident with the management team. After this conversation the LADO will be contacted immediately for advice on the next course of action. If advised to by the LADO staff will then be spoken to individually to find out as much information as possible and to give them opportunity to whistle blow. If anyone makes an allegation against one particular member of staff then the Anne Phillips will contact the LADO on 03000410888 immediately for advice, The LADO 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. If a member of staff has a concern about the managers they should contact the LADO immediately for advice on the best course of action.

Anne Phillips will complete the attached form for recording allegations or complaints made against staff in conjunction with the Kent LADO referral form when advised to do so. We co-operate entirely with any investigation carried out by children's social care in conjunction with the police. We also report any such alleged incident to Ofsted on the advice of LADO on 0300 123 4666 and what measures we have already taken. This call will be followed up in writing and sent to Ofsted with all relevant documentation via registered post. We are aware that it is an offence not to do this, and understand that Ofsted may wish to carry out their own investigations.

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. 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. All staff are aware that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk or of any personal circumstances that may affect their ability to care for children safely.

Checklist for Allegations Against Staff

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 Catkins Preschool makes a complaint against you it must be passed immediately to your line manager.
4. Record the full name, age and date of birth of the child concerned.
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 specific as possible about dates that they are alleged to have happened.
7. Check the attendance register of work to see if the child was present on that day and the staff signing in sheet 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 unless the LADO has handed back this responsibility to the employer.
10. Remember that if an allegation of abuse is made against a member of staff you must inform Anne Phillips who will contact the LADO for further advice.

11. Ofsted must be informed if an allegation is made against a member of staff, even if the LADO 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 LADO or Ofsted advise you to take and the date or times at which you implemented them.

13. If the allegation is against Anne Phillips then you should speak to the LADO for advice and Amy Davey who will follow the procedures above

Allegations Against Staff Members

1. Complaint made against _____ Position _____

2. Is this complaint verbal or written? _____

3. Complaint made by: _____ Relationship to child _____

4. Name of child _____ Age _____ Date of birth _____

5. Parent's/carers name(s) and address _____

6. Date of alleged incident/s _____

7. Did the child attend on this/these date/s: _____

8. Nature of complaint (attach written account if provided)

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

10. LADO contacted at (date and time) _____

11. Ofsted contacted at (date and time) _____

12. Further actions advised by Social Services Department and Ofsted

Your name and position _____

Signature _____ Today's date and time _____

Telephone Numbers

If you need to speak to the LADO Team regarding an allegation against a member of staff please call any member of the LADO Team number. Your details will be taken and passed to the intake officer. The same intake officer will support you through the process until the matter has been resolved. Please note that the team no longer works on an area basis.

Local Authority Designated Officer Contacts

LADO Team contact number: 03000 410888

Email: kentchildrenslado@kent.gov.uk

Address: Kroner House, Eurogate Business Park, Ashford, Kent, TN24 8XU

Area Education Officers

South Kent – Celia Buxton 03000 414989

East Kent – Marisa White 03000 418794

West Kent – Nicholas Abrahams 03000 412209

North Kent – Ian Watts 03000 414302

If a call is urgent i.e. a child is in immediate danger, and the call cannot go through to the officer on Duty, the call should go through to the Central Referral Unit on: **03000 41 11 11**

Urgent child protection issue outside of office hours, Call the Central Duty Out of Hours Number: **03000 41 91 91**