

Allegation against Young Persons/Adults in the Setting

Where there is suspicion of harm or an allegation/complaint made against a member of staff, volunteer or student, the following procedures should be followed:-

1. All staff, volunteers and students need to be made aware of safe and unsafe situations concerning intimacy and 1-to-1 via inductions and also to be made aware that it is their obligation to speak to the Manager/Deputy Manager about inappropriate behaviour by other staff, volunteers or students against the children they work with, this includes inappropriate behaviour in connection with social networking sites.
2. Parents/carers and Ofsted will be informed immediately. Ofsted will then inform the Local Safeguarding Children's Board (LSCB) who will contact the areas Early Years Team.
3. The Setting will notify Ofsted of any allegation immediately. The results of any investigation and subsequent action taken in respect of an allegation will be passed on to Ofsted as soon as reasonably practicable, and within 14 days of the allegation being made.
4. A full investigation will take place by the 'Safeguarding Children Co-ordinator' when an allegation or concern has become apparent.
5. If an allegation has been made against the Manager (Helen Donlan) the investigation will be passed on to Ofsted, along with an independent person, Jonathan Davey, (Manager of St Peters Children's Centre Cleethorpes) who will work alongside Ofsted and the LSCB.
6. The 'Safeguarding Children Co-ordinator' will gather all the information from the children and adult concerned and put it into a written report on **Form 1** (Allegations, Concerns Against Staff) which will be sent to all concerned within one working day.
7. Within one working day the L.S.C.B. (Local Safeguarding Children Board) will be contacted. The incident will not be discussed with anyone other than the day L.A.D.O. (Local Authority Designated Officer). Current L.A.D.O. Officer is Helen Willis. E-mail Helen.willis@nelincs.gov.uk. Telephone 01472 326118
8. Confidentiality - Every effort will be made to maintain confidentiality and guard against any publicity while an allegation is being investigated.
9. Record Keeping - The setting will ensure that clear and accurate records of any allegations are kept of any allegations made which will include details of how the allegation was followed up and resolved, any details of any action taken and decisions reached. These records will be kept in a person's confidential personnel file and a copy given to the individual. Such information will be retained on file for 10 years.
10. Alternative duties - A risk assessment will be carried out to assess whether it is feasible to offer an employee alternative duties, (only if there is **NO** reason to suspect that a child is at risk of significant harm) until an investigation takes place. If

the allegation warrants an investigation by the police, or is so serious that it might be grounds for dismissal, then action will be taken, however this procedure will not be carried out automatically or without careful consideration. The power to carry out these actions is vested in the employer alone but advice can be sought, if deemed necessary from other agencies. In the event of an allegation against the Manager Ofsted along with the Independent person will make a judgement in relation to the Manager's role.

11. Sharing information – Information relevant to any case will be shared with all agencies involved in the allegation. For further information please refer to the Information Sharing Guide (2008) which can be viewed on line at

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

12. Unfounded/malicious allegations – If an allegation is shown to have been deliberately invented or malicious, the police should be asked to consider whether any action might be appropriate against the person responsible.

For additional information and telephone numbers please refer to the Safeguarding Children Document or the Working Together Document (2015).

Safeguarding Children Co-ordinator Helen Donlan (Nursery and Oosc Manager).
Deputy – Tracy Rhodes.

This Policy was adopted at a meeting of the Nursery/Oosc held on 06 October 2016

Signed on behalf of the Nursery/Oosc