



Busy Bee Preschool Millbrook

EY555386

1.9

Allegations against staff

This procedure must be followed in all cases in which it is alleged that a staff member or volunteer has:

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child in a way that indicates he/she would pose a risk of harm to children
- inappropriate sexual comments;
- excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We ensure that all staff and volunteers know how to raise concerns about a member of staff or volunteer within the setting. We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate and/or offer advice:
- **Sue Sevier** 07789616092/02380915539 sue.sevier@southampton.gov.uk
- If the concern is regarding the manager staff will follow our whistle blowing policy (1.8) and will report the concern to the deputy manager who must report directly to the LADO

- If the matter is investigated internally, the LADO will advise the setting on how to conduct the investigation following procedures set out in “Keeping children safe in education (2016) and the LSCB procedures.
- We also report any such alleged incident to Ofsted (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold), as well as what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children’s social care in conjunction with the police.
- Where the management team and children’s social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families, throughout the process.
- Anonymous reporting forms are part of every staff members portfolio to allow them to comment without fear of retribution from other staff members these can be posted to :39 JERSEY CLOSE, LORDSHILL,SOUTHAMPTON,SO169PW

Disciplinary action

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

This policy was adopted by	<u>Busy Bee preschool Millbrook</u>
On	<u>22nd October 2018</u>
Date to be reviewed	<u>22nd October 2019</u>
Signed on behalf of the provider	_____
Name of signatory	<u>Lisa Floyd</u>
Role of signatory (e.g. chair, director or owner)	<u>Owner/manager</u>

