

## Mrs Bonds Village Nursery

### Allegations Made Against Staff Policy

#### Policy Aims

This is a policy for what happens if an allegation of abuse is made against a member of Staff, volunteer or student at Mrs Bonds Village Nursery.

#### How we can protect ourselves?

- If a child sustains an injury whilst in our care, we will record it on an accident form as soon as possible. When the child is collected, we will inform whoever picks the child up about the injury and ensure that they also sign the accident form.
- If a child arrives with an injury sustained elsewhere we will ask for an explanation and again record this on an 'accidents at home' form and ask whoever has brought in the child to sign the record.
- We will ensure that all staff undertake regular child protection training.
- We will ensure that all parents understand our role and responsibility in child protection within the nursery, this will be to parents in writing within the prospectus before the child begins to attend Mrs Bonds Village Nursery.
- Our Behaviour Management Policy states that no physical sanctions will be used and we will ensure that everyone complies with this in all areas within our setting.
- We will try to 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. This includes the sensory room and class room
- We will not engage in rough physical play with children as this may be misconstrued and could cause accidental injury to a child.
- We will avoid doing things of a personal nature for children that they can do for themselves, this also helps promote child's independence
- We will encourage an open door ethos, to enable staff to talk to senior managers if they have concerns about the conduct of any of their colleagues.

#### What happens if an allegation of abuse is made against a member of staff in the Setting?

- If anyone makes a an allegation of abuse against a member of our staff, Rachel Parker or Lisa Owen (Designated Safeguarding Lead) will be informed immediately and will contact: the LADO. They will assess whether the allegation reaches the threshold for referral to Police/Social Services and advise accordingly regarding further action to be taken in respect of the child and the member of staff.
- Rachel Parker and Lisa Owen will not discuss the allegation with the member of staff concerned, unless advised to do so by LADO or Social Services.
- 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. When in doubt – consult.
- If LADO, Ofsted, Social Services and/or the police decide to carry out an investigation, it may be possible that they will advise us to suspend the member of staff, whilst enquiries are carried out. Mrs Bonds Village Nursery could also invoke their disciplinary procedure.

- We will not carry out an investigation ourselves unless Social Services and the Police decide it is not appropriate for them to do so. We understand that Ofsted may wish to undertake further investigations.

**Always remember; The welfare of the child is Paramount.**

Guidance for managers completing records of allegations or complaints of abuse made against a member of staff regarding a child/children in their care.

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 Mrs Bonds Nursery makes a complaint against you it must be passed immediately to the manager.
4. Record the full name, age and date of birth of the child.
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 as specific as possible about dates that they are alleged to have happened.
7. Check the attendance register to see if the child was present/seen on that day and the shift patterns of the staff member involved 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 record. You can then summarise it on the record.
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.
10. Remember that if an allegation of abuse is made against a member of staff you must inform Rachel Parker or Lisa Owen who will contact the LADO for further advice.
11. Ofsted must be informed if an allegation is made against a member of our 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 Rachel Parker or Lisa Owen then you should speak to Mrs Karen Bond, Nursery Owner and Nominated Person, who will follow the procedures above.

This policy was reviewed by Mrs Bonds village nursery on 02/10/2023