



Brenchley Preschool

Allegations against staff Policy

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

Date written: September 2023

Date of last update: September 2023

Date agreed and ratified by the Trustees: September 2023

Date of next full review: September 2024

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

Key Contacts

	Name	Contact information
Designated Safeguarding Lead (DSL)	Zena Ames	01892 724261 brenchleyzena@gmail.com or brenchley.preschool@gmail.com
Deputy Designated Safeguarding Lead and Manage	Sian Scovell	01892 724261 brenchley.preschool@gmail.com
Other key staff	Victoria Relle – Chair of the Committee	01892 730307 victoria.goldsmith@ubs.com

Brenchley Pre-School Limited

Allegations of Child Abuse Made against a Member of Staff

Statement of intent

Our pre-school expects the highest standards of behaviour from our staff, both within the pre-school and outside it, and ensure that children are safe.

Aims

Our aim is to

- Create a safe environment where children's welfare is paramount at the pre-school
- 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

This links to our Child Protection Policy which also details more information required regarding Allegations against staff and should be used in conjunction with this policy, this policy details the outlines of the procedures involved as a quick guide for staff or parents/carers. The Whistleblowing policy could also be relevant to this policy too.

Method

The pre-school will check and monitor its staff by:

- Taking references
- The setting will obtain an enhanced check by Disclosure and Barring Service (DBS) in respect of every person aged 16 and over (including for unsupervised volunteers, and supervised volunteers who provide personal care) who:
 - works directly with children
 - lives on the premises on which the childcare is provided and/or
 - works on the premises on which the childcare is provided (unless they do not work on the part of the premises where the childcare takes place, or do not work there at times when children are present).
 - An additional check by the DBS (or checks if more than one country) will also be made for anyone who has lived or worked abroad.

- Monitoring of staff and other adults by Manager during sessions and supervisions.

Allegations of child abuse against a member of staff will be treated in strict confidence, normal Child Protection investigatory procedures to be put in force.

The Designated Safeguarding Lead in the Pre-School should be informed on all occasions where an allegation has been made against a member of staff, whether or not you think it is true (unless they are the alleged perpetrator),

In the event of the allegation is against the Designated Safeguarding Lead, then the Deputy Safeguarding Lead should be the next point of contact, followed by the most senior person in the Pre-school/Management Committee should be informed and they in turn should the Local Authority Designation Officer (LADO team) for a consultation.

OFSTED should also be informed as an allegation against a member of staff would be considered a significant event. It may be necessary to suspend the worker from all duties until the investigation identifies the level of risk. Explain to the worker that suspension is a 'neutral act', which does not imply guilt, and that this action is necessary to protect all concerned, including the worker (who should not be given details of the allegation at his stage). If not suspended, the member of staff under investigation will be shadowed by either the Designated Person and in her absence the Manager and under no circumstances will that person be alone with any children whilst the investigation is being carried out.

The Pre-School will encourage its staff to cooperate with the investigation in any way it can and will act impartially, normal confidentiality procedures will apply to all staff and committee members should they become aware of the circumstances.

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

- If anyone makes an allegation of abuse against a member of our staff, the Designated Safeguarding Lead (DSL) Zena Ames, will be informed immediately and will contact:
The Local Authority Designated Officer team (LADO).
The Deputy Designated Safeguarding Lead is Sian Scovell, who will complete this action in the DSL absence. The Preschool Chair of the Committee (Vic Relle) will complete this if they are the first point of contact.
- They 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.
- The DSL will complete the attached form for recording allegations or complaints made against staff.
- The DSL will not discuss the allegation with the member of staff concerned, unless advised to do so by Children's 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 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. Brenchley Preschool could also invoke their disciplinary procedure.
- 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. We understand that Ofsted may wish to undertake further investigations in some circumstances.

Always remember;

The welfare of the child is Paramount

How we can 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 whoever picks the child up about the injury and ensure that they also sign the accident book.

- If a child arrives with an injury sustained elsewhere we will ask for an explanation and again record this in the accident book 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 Brenchley Preschool.
- 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.
- We will avoid engaging 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.
- We will take up references, including one from the candidate's last employer, and will always question any gaps in employment history.
- 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.

Safeguarding Contacts

The Designated Safeguarding Lead is Zena Ames, 01892 724261, brenchleyzena@gmail.com or brenchley.preschool@gmail.com

The Deputy Designated Safeguarding Lead is Sian Scovell, 01892 724 261 brenchley.preschool@gmail.com

Area Safeguarding Advisor – 03000 423158

LADO Team – 03000 410888 kentchildrenslado@kent.gov.uk

Integrated Front Door (03000 41 11 11) (Out of hours 03000 41 91 91)

Children's Social Services Non-emergency 03000 41 61 61

Chairman of the Committee is Vic - 01892 730307 victoria.goldsmith@ubs.com

NSPCC Whistleblowing help line for advice and support 0800 028 0285 or email help@nspcc.org.uk

This Policy was reviewed at a Committee Meeting, held on

1st September 2023

Mrs Victoria Relle – Chairman of Brenchley Pre-School Limited

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Staff Member	Signature	Date
Sian		
Helen		
Zena		
Kirsty		
Sarah		
Trina		
Claire		
Eryn		
Lucy		
Elaine		