



High Legh Preschool Nursery - Allegations Policy

Allegations Against an Adult Working with Children or Young People

Policy Statement

At High Legh Preschool Nursery the staff are made aware of the procedures to be followed if there is an allegation against an adult working with our children during their induction period and at each safeguarding review which will take place once a year at the very least. Parents are made aware of how to complain about the behaviour or actions of staff or volunteers within the setting, which may include an allegation of abuse. The complaints policy will always be displayed. The following procedures are explained to all staff so that in the event of an allegation being made they understand the process that must be followed. The same procedure would be followed if it was an allegation from an internal source (e.g. another member of staff/student/volunteer) or external source (e.g. parent/ member of the public/visitor etc). In most circumstance allegations should be reported to and discussed with the Nursery Manager. In her absence it will be reported to the Deputy Manager.

Allegations against the Manager should be reported to and discussed with the current Chairperson.

The following procedures must be applied when there is a concern or an allegation that any person who works with children and young people, in connection with his/her employment or voluntary activity, 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 or children in a way that indicates s/he is unsuitable to work with children, which includes, excessive one to one attention beyond the requirements of their usual role and responsibilities, or inappropriate sexual comments or inappropriate sharing of images.

If an allegation is made against one of our staff, then the Manager it is reported to will:

- Collate information about the allegation from the person making the allegation making a note of the date, time and the discussion.
- Read back the notes and confirm they are accurate. All those present at the meeting sign and date them.
- Check the registers to confirm that both the staff member and child were in the setting at the time of the alleged allegation.

- Contact the Local Authority Designated Officer (LADO) from the Children's Safeguarding Unit (CSU) within one working day and follow their advice.
- A verbal referral to the LADO must be followed up in writing within 3 working days.
 - They will NOT undertake an internal investigation or discuss the matter or interview the member of staff concerned until a discussion with the Assistant LADO has taken place. The reason for this is that it may impede or undermine any later investigations if the police or social care need to become involved. (The procedure for our internal investigations is outlined in the Grievance/ Disciplinary procedure policy.)
 - They will NOT discuss the allegation with the person who the allegation is against. They can be told there has been an allegation made but not the nature of the allegation.

NB - (Also See Whistleblowing Policy)

Allegations Policy January 2020