



5.3 Allegations Against Staff Policy

Policy statement

This policy includes all staff, students and volunteers who work at The Rocking Horse Nursery.

Unfortunately, child abuse does occasionally take place in day care settings, so we have introduced this separate policy to remind staff of the measures that can be taken to reduce the risk of any allegations being made against them or another member of staff. It also contains the procedure, which will be undertaken if an allegation is made against a member of staff. This complies with both the Early Years Foundation Stage (2023) and Kent Safeguarding Children Multi-Agency Partnership (KSCMP).

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 incident 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 the Rocking Horse.
- Our behavioural management policy states that no physical sanctions will be used and we will ensure that everyone complies with it in all rooms within the setting.
- As far as possible 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.

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 Manager and Designated Safeguarding Lead will be informed immediately and will contact: [Local Authority Designated Officer \(LADO\) whose number is clearly displayed on the Staff Notice Board.](#) Our LADO Team is on Tel: 03000 410888 or email kentchildrenslado@kent.gov.uk
- 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 Manager and/or DSL will, following National and Local guidance: https://www.kelsi.org.uk/data/assets/word_doc/0010/48178/Safeguarding-Procedures-Managing-Allegations-in-Schools.doc complete the appropriate form for recording allegations or complaints made against staff. <https://www.kelsi.org.uk/child-protection-and-safeguarding/managing-staff-allegations>
- The Manager and/or 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.** The Rocking Horse 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*