



Berrynarbor Pre-school
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Allegation against a member of staff

Should any staff member have a concern about the behaviour of a member of staff, this should be voiced **immediately**.

You should inform your manager or a committee member of any incidents where you feel the code of conduct has been breached.

In the absence of your manager or committee member in the instance that the concern is against your manager/committee member you are advised to contact the **LADO** (Local Authority Designated Officer) on **01392 384964** without delay.

Ofsted must be informed as soon as possible but within at least 14 days on **0300 123 1231**
YOU MUST NOT speak to the member of staff or adult concerned OR take any action about the allegation until you have spoken with the LADO, as this could jeopardise any possible subsequent investigation.

Allegation procedure

Handling allegations, particularly serious ones, is a complex and delicate process. All allegations need to be taken seriously. Good record keeping is essential to the success of child protection practises.

1. **Allegation is made:** All allegations against staff or any observations of inappropriate behaviour by a member of staff should be brought to the attention of a senior member of management in the strictest confidence.
2. **Report allegation:** The senior member of staff will notify LADO immediately. The manager must also report this allegation to Ofsted.
3. **Initiate allegation procedures:** The LADO will decide whether the incident fits the criteria of an "Allegations against a member of staff" in other words: Did the alleged incident potentially cause harm to the child? Does the alleged incident constitute a criminal offence? Does the alleged incident suggest that this person is potentially unsuitable to work with children? Allegation's procedures are clearly outlined in **Safeguarding Children & Safer Recruitment in Education** and should be held to the recommended timescales to avoid unnecessary distress to all involved.
4. **Workplace arrangements:** The LADO will advise whether the member of staff should remain in the workplace or whether they should go on "garden leave" or be suspended until the investigation is resolved. If the member of staff remains in the workplace, safeguards will be put into place to protect the member of staff and the child/children involved. The member of staff will be advised to contact their union representative (if applicable) and the senior member of staff will keep both the member of staff and the family up to date regarding timescales of meetings and the procedures being put in place.
5. **Strategy meeting:** The LADO will schedule a strategy meeting with the representative from the setting and from the police. A new police check will be conducted prior to the strategy meeting to determine whether any previous incidents involving that member of staff are known and have not been declared.
6. **Decisions and next steps:** Professionals at the strategy meeting will decide what next steps to take- these may include criminal proceedings, child protection procedures, disciplinary procedures, training needs, or no further action taken.

This policy was adopted at a meeting of Berrynarbor Preschool held on 06/06/2007

This policy was review and revised on 24/08/2023

Signed on behalf of the preschool.....Date.....