



What happens if an allegation of abuse is made against a member of Rachel McMillan staff?

Unfortunately, child abuse does occasionally take place in nurseries and children's centres, so this separate policy is 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 Ofsted and Social Care requirements.

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 to confirm they have been informed of the event
- 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 before leaving.
- We will ensure that all staff undertake regular child protection training
- We will ensure that all mums, dads and carers understand our role and responsibility in child protection.
- We will try to avoid situations where an adult is left alone in a room with a child.
- 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 from employees, 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 staff 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 nursery?

- If anyone makes an allegation of abuse against a member of our staff, the Headteacher will be informed immediately and will contact the Greenwich Safeguarding Contact and Referral team (CaRT) on 020 8921 3172 or the Local Authority Designated Officer (LADO) (currently Ken Palmer)
- They will assess whether the allegation reaches the threshold for referral to Police/Social Care and advise accordingly regarding further action to be taken in respect of the child and the member of staff.
- The Headteacher will complete the attached form for recording allegations or complaints made against staff.
- The Headteacher will not discuss the allegation with the member of staff concerned, unless advised to do so by Social Care.
- If the allegation is made against the Headteacher, this should be made to the Chair of the Governors - currently Ann Jefferson.
- 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 Social Care and/or the police decide to carry out an investigation, advice and consultation will be offered with regard to managing the potential risk and whether the member of staff can continue to work at the Centre. The Centre could also invoke their disciplinary procedure.
- We will not carry out an investigation ourselves unless Social Care 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.

Policy Reviewed September 2016

Guidance for senior staff completing Checklist for handling and recording 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 mum, dad or carer or a member of staff in the Centre makes a complaint against you it must be passed immediately to the Headteacher.
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 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 checklist. You can then summarise it on the form.
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 our staff you must inform the Headteacher who will contact the Children's Safeguarding Unit or the LADO for further advice.

11. Make a note of any actions the Children's Safeguarding Unit advise you to take and the date or times at which you implemented them.

Checklist for handling and recording allegations or complaints of abuse made against a member of staff regarding a child/children in their care

Name and position of staff who is the subject of allegations/complaint:	
Is the complaint: Written verbal? (Delete as necessary)	
Complaint made by:	Relationship to child:
Name of child:	Age and date of birth of child:
Mum, dad, carers name(s) and address:	
Date of alleged incident/s:	
Did the child attend/was seen on this/these date/s:	
Nature of complaint (if received in writing see guidance):	
Other relevant information (continue on a separate sheet if needed):	
Social Care contacted at (date and time):	
Further actions advised by Social Care Department:	
Your name:	Your position:
Signature:	Date and time of completing: