

Bents Green Pre-school Policy For Responding To An Allegation Of Abuse Made Against A Member Of Staff or Volunteer.

All members of staff should understand that child abuse can occur anywhere, and that all allegations must be taken seriously and cannot be ignored.

If you as a member of staff, Committee member, student or volunteer feel that anyone involved in the care of a child whilst attending Bents Green pre-school has behaved in any of the ways mentioned (on page 2 of this document) as criteria for informing the Designated Officer and Ofsted within 1 working day or has behaved in a manner that would be considered as abusive to a child you **must** follow the procedure laid down in this policy.

In every case of an allegation of child abuse perpetrated by a member of staff, student or Volunteer the following procedure must be followed:

- Inform the member of staff in charge at the time immediately.
- The person in charge must take steps to ensure the safety of the child/children involved, for example, by removing the person subject to the allegation from situations involving and in contact with children.
- A clear and accurate written record must be made of the nature of the allegations by the person receiving the allegation.
This record must include the following information –
When the alleged incident took place (time and date)
Who was present
What was said to have happened.
Where possible this should be in the child's own words. The record must be signed and dated.
- The Committee will give the responsibility of dealing with any allegations to the Designated Committee Member with responsibility for this and a Deputy DCM.
The DCM is currently
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- The person in charge will inform the Designated Committee Member and Senior Management. In the absence of the DCM their Deputy will be informed.
- The Designated Committee Member (DCM) *will not* conduct interviews of the member of staff, child or potential witnesses involved. They *will* obtain any written details of the allegation, signed and dated by the person receiving the complaint or allegation. The DCM will countersign and date the written details. They will also record any other information regarding the alleged incident(s) e.g. names of potential witnesses, location of incident as well as making a written record of any

discussions about the child and or member of staff, any decisions made and the reasons for those decisions.

- The person in charge will liaise with the Designated Committee Member. Ofsted and the Designated Officer (DO) will be informed. If the allegation meets any of the following criteria the DO and Ofsted should be informed within 1 working day.

The person who works with children 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 in a way towards a child or children that indicates s/he is unsuitable to work with children
 - Caused concerns to arise about their behaviour with regard to his/her own children
 - Caused concerns to arise about the behaviour in the private or community life of a partner, member of the family or other household member
- The DO for Sheffield effectively means contacting the Safeguarding Advisory Service.
 - If a concern or allegation requiring immediate attention is received outside office hours the DCM should consult straight away with the children's social care emergency duty team or local police and also ensure the DO and Ofsted are informed the next working day.
 - Where the person subject to the allegation is also involved in working with vulnerable adults in either a paid or voluntary capacity consideration needs to be given to the possible need to alert those who manage her/him in that role.
 - Following advice from Ofsted and the DO the Committee and member of staff in charge must follow the appropriate disciplinary procedures. A decision must be made whether the member of staff should be suspended or removed from work with children pending a full investigation.
 - The Committee and person in charge must also consider whether the person subject to the allegations of abuse has contact with children in other settings and whether these agencies need to be informed.
 - Any incident alleged should be reviewed internally with a purpose not to judge the person subject to allegation, but to review organisational practice and to prevent further incidents.
 - All internal investigations should take place following the completion of any external investigations.
 - Pre-school practice must ensure that every effort is made to maintain confidentiality regarding any allegation.

- All concerns - from any party – need to be treated as a priority and acted on immediately.
- Where the concern refers to the person in charge it should be notified straight to the Committee, in particular the Designated Committee Member.
- The Committee as employers should keep a clear and comprehensive summary of the case record on the member of staff's confidential personnel file and give a copy to the individual.
- This record should include details of how the allegation was followed up and resolved, the decisions reached and the action taken. It should be kept at least until the person reaches normal retirement age or for 10 years if longer.
- Should any allegations of misconduct by a member of staff against a child be proved the Designated Committee member or Pre-school Leader has a duty to inform the Disclosure and Barring service.
- This policy will be subject to constant review.

Contact details for Safeguarding Advisory Service, DO : 205 3535

Contact details for the children's social care emergency duty team: 2735577

Contact details for Ofsted: 03001231231