

**Managing Allegations Against Staff & Volunteers Policy**

**Arrangements for Review:**

Jim Duncan is responsible for the implementation of this policy and conducting regular reviews. This policy was reviewed in November 2019.

Next review date: November 2020

**Key contact personnel**

The Board of Children & Families (C&F) has overall responsibility for child protection across the organisation. They have nominated the Chair, Lauren Anning as their lead trustee for child protection. The CEO, Jim Duncan is the **Strategic Safeguarding Lead (SSL)** and Ian Townsend-Blazier is the **Deputy Strategic Safeguarding Lead (DSSL).**

**SSL:**

Tel: 01795 667070

Email: [JimDuncan@children-families.org](mailto:JimDuncan@children-families.org)

**DSSL:**

Tel: 01795 667070/ 01233 500477

Email: [IanTownsend-Blazier@children-families.org](mailto:IanTownsend-Blazier@children-families.org)

The **Designated Safeguarding Leads (DSLs)** have operational responsibility for child protection practice in each service area and are:

|  |  |  |
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| **Service/Setting** | **DSL** | **Contact** |
| Seashells Children’s Centre | Kate Townsend-Blazier,  Children’s Centre Manager | 01795 667070  [KateTownsend-Blazier@children-families.org](mailto:KateTownsend-Blazier@children-families.org) |
| Seashells Nursery | Kika Andreou,  Nursery Manager | 01795 663311  [kikaandreou@children-families.org](mailto:kikaandreou@children-families.org) |
| Rising Stars Nursery | Laura Bunting,  Nursery Manager | 01795 475438  [laura@children-families.org](mailto:laura@children-families.org) |
| CrecheCare | Gaynor O’Sullivan, CrecheCare Manager | 01795 667070  [gaynorosullivan@children-families.org](mailto:gaynorosullivan@children-families.org) |
| All Other Family Support Services | Ian Townsend-Blazier,  BDO | 01795 667070/ 01233 500477  [IanTownsend-Blazier@children-families.org](mailto:IanTownsend-Blazier@children-families.org) |

The DSLs are supported in their role by the following Deputy DSLs:

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| **Service/Setting** | **DSL** | **Contact** |
| Seashells Children’s Centre | Kim Green,  Family Outreach Coordinator | 01795 667070  [kgreen@children-families.org](mailto:kgreen@children-families.org) |
| Seashells Nursery | Casie Young,  Deputy Nursery Manager | 01795 663311  [casie.young@children-families.org](mailto:casie.young@children-families.org) |
| Rising Stars Nursery | Jeanette Arnold,  Deputy Nursery Manager  Lisa Fuller,  Senior EY Practitioner | 01795 475438  [jeanette@children-families.org](mailto:jeanette@children-families.org)  01795 475438  [lisafuller@children-families.org](mailto:lisafuller@children-families.org) |
| CrecheCare | Casie Young,  Deputy Nursery Manager | 01795 663311  [casie.young@children-families.org](mailto:casie.young@children-families.org) |
| All Other Child & Family Support Services | Kate Townsend-Blazier,  Children’s Centre Manager | 01795 667070  [KateTownsend-Blazier@children-families.org](mailto:KateTownsend-Blazier@children-families.org) |

Unfortunately, child abuse does occasionally take place 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 (2017) and Kent Safeguarding Children Multi-agency Partnership Procedures.

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 accident 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.
* Our Behaviour Management Policy states that no physical punishment will be used and we will ensure that everyone complies with this in the setting.
* 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 or volunteer?

* If anyone makes an allegation of abuse against a member of staff or volunteer, the appropriate Designated Safeguarding Lead (DSL) (see key contact personal at the front of this document) will be informed immediately and will contact the LADO Team on Tel: 03000 410 888 or email: [kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk)
* In the event of allegations of abuse being made against a DSL then the Strategic Safeguarding Lead (SSL) or the Chair of the Board must be informed. Staff are advised to speak directly to the LADO if an allegation is made against the SSL or any member of the Board.
* They will assess whether the allegation reaches the threshold for referral to Police/Children’s Social Work Services and advise accordingly regarding further action to be taken in respect of the child and the member of staff.
* The DSLwill complete the attached form for recording allegations or complaints made against staff.
* TheDSL 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. We may also invoke our 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*

Guidance for managers 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 parent, carer or a member of staff makes a complaint against you it must be passed immediately to your line manager.
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/ diary of work 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 unless the LADO has handed back this responsibility to the employer.
10. Remember that if an allegation of abuse is made against a member of our staff you must inform the DSLwho will contact the LADO for further advice.
11. Ofsted must be informed if an allegation is made against a member of staff working in regulated activity (i.e. children’s centre or childcare staff member), even if the LADO decides no further action is required. Ofsted may do their own investigation to ensure that registration requirements are being met.
12. Make a note of any actions the LADO or Ofsted advise you to take and the date or times at which you implemented them.
13. If the allegation is against the DSLthen you should speak to the Strategic Safeguarding Lead (SSL) or the Chair of the Boardwho will follow the procedures above.

Checklist for handling and recording allegations or complaints of abuse made against a member of staff

1. Name and position of staff who is the subject of allegations/complaint:

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1. Is the complaint:    Written or verbal? (delete as necessary)
2. Complaint made by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Name of child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age and date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Parent’s/carers name(s) and address

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6. Date of alleged incident/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Did the child attend on this/these date/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Nature of complaint (if received in writing see guidance)

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9. Other relevant information (continue on a separate sheet if needed):

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10. Social Services\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Ofsted contacted at (date and time) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Further actions advised by Social Services Department and Ofsted

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Your name and position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s date and time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**County Local Authority Designated Officer Contacts**

The County LADO Service deals with allegations against staff who work with children either in education or the wider children’s workforce.

If you need to speak to the LADO Service regarding an allegation against a member of staff please make contact with one of the Contact & Referral Officers on the below number or complete a referral form. Your details will be taken and passed to the LADO on duty that day. The same LADO will support you through the process until the matter has been resolved. Please note that the LADO service no longer works on an area basis.

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| **County LADO Service contact number: 03000 410 888**  **Email:** [**kentchildrenslado@kent.gov.uk**](mailto:kentchildrenslado@kent.gov.uk) | |
| **Kroner House** | |
| **Ali Watling**  **County LADO Manager** | **Contact & Referral Officer & PA to LADO Manager Emma Cumberbatch**    **Contact & Referral Officer**  **Sára Blenkinsop (on secondment)**  **Anita Kearney - Locum** |

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| **Marie Jackson**  **LADO** | **Hollie Priestley**  **LADO - Maternity leave 01.01-31.08.2020** |
| **Sarah Crann**  **LADO** | **Alexa Andrews**  **LADO** |
| **Susannah Burden**  **LADO** | **Mary Oni**  **LADO – Locum** |
| **Link to Referral form:** [**https://www.kscb.org.uk/procedures/local-authority-designated-officer-lado**](https://www.kscb.org.uk/procedures/local-authority-designated-officer-lado) | |
| If a call is urgent i.e. **a child is in immediate danger and requires safeguarding** call through to the **Front Door on: 03000 41 11 11**    Urgent child protection issues outside of office hours: Call **Out of Hours** on: 03000 41 91 91 | |