



ALLEGATIONS AGAINST AN ADULT WORKING WITH CHILDREN OR YOUNG PEOPLE POLICY

At Brereton Pre-school & Playgroup the staff are made aware of the procedures to be followed if there is an allegation against an adult working with our children by following procedures outlined in the policy document/

The following procedures are explained to staff so that in the event of an allegation being made they understand the process that must be followed. The same procedure would be followed if it was an allegation from an internal source (e.g. another member of staff/student/volunteer) or external source (e.g. parent/member of the public/visitor etc)

In most circumstances allegations should be reported to and discussed with the Chairperson/Manager. In their absence it will be reported to the SoCCo. Allegations against the Manager should be reported to and discussed with the Committee representative. The following procedures must be applied when there is a concern or an allegation that any person who works with children and young people, in connection with his/her employment or voluntary activity. 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 towards a child or children in a way that indicates s/he is unsuitable to work with children.

If an allegation is made against one of your staff, the Senior Manager it is reported to, will:

- Collate information about the allegation from the person making the allegation making a note of the date, time & discussion.
- Read back the notes and confirm that they are accurate. All those present at the meeting must sign and date them.
- Check the registers to confirm that both the staff member and the child were in the setting at the time of the said allegation.
- Contact The Local Authority Designated Officer (LADO) (01270 685904/ 01606 288931) from the Children's Safeguarding Unit (CSU) within one working day and follow their advice.
- A verbal referral to the LADO must be followed up in writing within 3 working days.
- Not undertake an internal investigation or discuss the matter or interview the member of staff concerned until a discussion with the assistant LADO has taken place. The reason for this is that it may impede or undermine any later investigations if the police or social care need to become involved. The procedure for our internal investigations is outlined in our Disciplinary Policy.
- Not discuss the allegation with the person whom the allegation is against. They can be

told that there has been an allegation made but not the nature of the allegation.

- Inform OFSTED that an allegation has been made.

If advice from the assistant LADO is not immediately available the Senior Manager must:

- Consider if they need to take immediate action to safeguard children.
- Consider if they need to take legal advice.
- Decide if they need to suspend the staff member, (the decision to suspend is an internal matter and should be based on the criteria for suspension set out in the Disciplinary Policy).
- Remember they can tell the staff member there has been an allegation but must not give details of the allegation.
- If the person making the allegation is not a staff member, (e.g. parent/member of the public/visitor etc), they should be advised to inform the police if they think that a crime has been committed.
- The manager should inform the police in any event where the allegation suggests that a crime has been committed, regardless of whether the person making the allegation is reporting it to the police.
- The manager should make referral to the Cheshire East Consultation Service(ChECS) if the allegation suggests that a child is at risk of harm (this includes the staff members children).

If an allegation requires immediate attention outside of normal office hours then the Cheshire East Consultation Service (0300 123 5022) and/or local police (101) should be contacted.

If the LADO advice given is that the allegation meets the threshold for LADO involvement but can be dealt with internally, a Senior Manager will be identified to investigate any issues. At this setting it will normally be Committee/Manager. Investigations will be dealt with in accordance with employment legislation and professional guidance. The LADO will offer advice about the investigation process. On conclusion of the investigation the LADO will be notified of the outcome.

OFSTED must be informed of all allegations against an adult living or working on the premises.

Date of policy approval **Sept 2018**

Date of policy review **Sept 2019**