



What happens if an allegation of abuse is made against a member of staff in Halstead Nursery

Unfortunately, child abuse does occasionally take place in day care settings, 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 (2014) and Kent Safeguarding Children Board 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 record the explanation given on our existing injuries form. These are stored confidentially.
- 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. Within the nursery this will be to parents in writing within the prospectus and also with a letter in their welcome pack from our Designated Person before the child begins to attend Halstead Nursery.
- Our behavioural management policy states that no physical sanctions will be used and we will ensure that everyone complies with it in all rooms within 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 require that staff members disclose any convictions, cautions, court orders, reprimands or warnings (whether received before or during their employment with us) that may affect their suitability to work with children.
- We require that on arrival for work, staff deposit their mobile telephones in the box provided in the nursery office. The use of mobile telephones should be kept to an absolute minimum and, if necessary, only used in the nursery office away from the children. If a staff member is

required to be on an emergency contact list for family members or is aware that they will need to be contacted during working hours they should provide the nursery telephone number (07959 681846) as their point of contact wherever possible.

- We require that the use of any photographic or computer equipment for observation and educational recording of the children by the staff is strictly limited to that owned by the nursery and images/video footage must only be downloaded onto the nursery's own office computer. Under no circumstances should a staff member use their own camera or mobile telephone to record images of any child in their care.
- 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 in the Setting?

- If anyone makes an allegation of abuse against a member of our staff, **Tracey McCartney** will be informed immediately and will contact member of the team acting in the role of **LADO**, or Local Authority Designated Officer by telephoning the number displayed on the safeguarding noticeboard in the office. They will assess whether the allegation reaches the threshold for referral to Police/Children's Social Services and advise accordingly regarding further action to be taken in respect of the child and the member of staff.
- Tracey McCartney will complete the attached form for recording allegations or complaints made against staff.
- Tracey McCartney 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.** Halstead Nursery could also invoke their disciplinary procedure.
- We will not carry out an investigation ourselves **unless** Children's Social Services 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.