



HUMPTY DUMPTY PRE-SCHOOL

All Saints Centre, New Road, Hackbridge, Surrey CR4 4JN

ALLEGATIONS ABOUT A MEMBER OF STAFF/VOLUNTEER/WORK EXPERIENCE POLICY

Staff/Parents Pack

Here at Humpty Dumpty Pre-school, if for any reason, there may be concerns about a member of staff, Volunteer or Work Experience Person, recognition may arise from a number of sources, e.g. a report from a child, an adult or another member of staff etc.

Anyone who is suspicious or has received allegations of abuse must be reported immediately to the Owner/Manager Jackie. If the person the allegation is about the Manager, you can speak to the Deputy Manager Gill. This guidance should be followed where it is alleged that anyone working the nursery including Volunteers and Work Experience has:

- Behaved in a way that has harmed a child, or may have harmed a child and/or
- Possibly committed a criminal offence against or related to a child and/or
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

The Manager will always consult with the Local Authority Designated Officer (LADO) within one working day (contactable through the Children and Family Service). The LADO will conduct any investigation, convene a Senior Strategy Meeting and involve other agencies as appropriate.

The nursery will promote an open and transparent culture in which all concerns about all adults working in or on behalf of the nursery (including volunteers and Work Experience) are dealt with promptly and appropriately. This should encourage an open and transparent culture; enable the nursery to identify concerning, problematic or inappropriate behaviour early; minimise the risk of abuse; and ensure that adults working in or on behalf of the nursery are clear about professional boundaries and act with these boundaries, and in accordance with the ethos and values of the nursery.

Allegations or concerns about an adult working in the nursery whether as a member of staff, Volunteer or Work Experience.

We recognise the possibility that adults working in the nursery may harm children, including Volunteers and Work Experience. Any concerns about the conduct of other adults in the nursery should be taken to the Manager without delay. Any concerns about the Manager should go to the Deputy Manager.

Any concerns about the conduct of a member of staff/Volunteer or Work Experience should be reported to the Manager/Deputy Manager.

Concerns may come from various sources, for example, a suspicion, complaint; or disclosure made by a child, parent or other adult within or outside of the organisation; or as a result of vetting checks undertaken.

The Manager has to decide whether the concern is an allegation or low-level concern. The term 'low-level' concern does not mean that it is insignificant, it means that the behaviour towards a child does not meet the threshold for referral to the Local Authority Designated Officer (LADO).

Allegations

It is an allegation if the person* has:

- Behaved in a way that has harmed a child, or may have harmed a child and/or
- Possibly committed a criminal offence against or related to a child and/or
- Behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; and/or
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children (also includes behaviour outside the nursery)

(*Person could be anyone working in the nursery that provides education for children under 18 years of age, including work experience/Volunteers)

Allegations should be reported to the LADO 'without delay'

Before contacting the LADO, the nursery should conduct basic enquiries in line with local procedures to establish the facts to help them determine whether there is any foundation to the allegation, being careful not to jeopardise any future police investigation.

The LADO's role is not to investigate the allegation, but to ensure that an appropriate investigation is carried out, whether that is by the police, children's social care, the nursery, or combination of these.

Low-level Concerns

Concerns may be graded Low-level if the concern does not meet the criteria for an allegation; and the person* has acted in a way that is inconsistent with the staff code of conduct, including inappropriate conduct outside of work. Example behaviours include, but are not limited to:

- Being over friendly with children
- Having favourites
- Taking photographs of children on their mobile phone.
- Engaging with a child on a one to one bases in a secluded area or behind a closed door; or
- Using inappropriate sexualised, intimidating, or offensive language.

If the concern has been raised via a third party, the Manager should collect as much evidence as possible by speaking:

- Directly to the person who raised the concern unless it has been raised anonymously
- To the individual involved and any witnesses.

Staff should be encouraged and feel confident to self-refer, where, for example, they have found themselves in a situation which could be misinterpreted, might appear to be compromising to others, and/or on reflection they believe they have behaved in such a way that they consider falls below the expected professional standards.

Low-level concerns should be recorded in writing, including;

- Name* of individual sharing their concern
- Details of the concern
- Context in which the concern arose
- Action taken

(* if the individual wishes to remain anonymous then that should be respected as far as reasonably possible)

Records must be kept confidential, held securely and comply with the Data Protection Act 2018. The Nursery should decide how long they retain such information, but it is recommended that it is kept at least until the individual leaves their employment.

Records should be reviewed so that potential patterns of concerning, problematic or inappropriate behaviour can be identified.

If a concerning pattern of behaviour is identified and now meets the criteria for an allegation, then the matter should be referred to the LADO.

The records' review might identify that there are wider cultural issues within the nursery that enabled the behaviour to occur. This might mean that policies or processes could be revised or extra training delivered to minimise the risk of it happening again.

The procedures comply with guidance from 'Keeping Children Safe in Education (DfE September 2021), 'Working Together to Safeguard Children' (HM Government July 2018 – amended 2020). And the Sutton Local Safeguarding Children Partnership procedures will be followed in all such cases.

When appropriate (see guidance above), consideration will be given to referral of a member of staff to the DBS for consideration if the cases.

If a member of staff believes a reported allegation or concern is not being dealt with appropriately, they should report the matter to the Local Authority Designated Officer (LADO) to give support and direction on how to proceed.

The designated Child Protection Co-ordinators are Jackie Barge/Gill Mankertz

Further response

After the initial investigation, regardless of the outcome, the CPU, OFSTED and LADO will be informed about the allegations.

Jackie/Gill – 07729 434226
Sutton Police – 0300 1231212
Ofsted – 0300 1234666
Lado – 020 8770 4776

This policy was revised and updated in September 2023
It will be renewed annually.