



### 1a.6 Allegations Against Staff Policy & Procedure

This policy pertains to employees, students or volunteers of the nursery or any other person living or working on the nursery premises.

#### Policy Statement

It is FDNM's core responsibility to ensure the safety and wellbeing of every child. Therefore we have put in place many safeguards to ensure a safe and secure environment. This policy should be used in conjunction with all FDNM Policies & Procedures.

#### Procedure:

If an allegation is made against a member of staff, student or volunteer or any other person who lives or works on the nursery premises regardless of whether the allegation relates to the nursery premises or elsewhere, we will follow the procedure below:

The allegation should be reported to the senior manager on duty and a written account of the allegation must be kept. If this person is the subject of the allegation then this should be reported to the Director/DSCO/deputy manager instead.

The Local Authority Designated Officer (LADO), Ofsted and the LSCB will then be informed immediately in order for this to be investigated by the appropriate bodies promptly:

- The LADO will be informed immediately for advice and guidance
- A full investigation will be carried out by the appropriate professionals (LADO, Ofsted, LSCB) to determine how this will be handled
- The nursery will follow all instructions from the LADO, Ofsted, LSCB and ask all staff members to do the same and co-operate where required
- Support will be provided to all those involved in an allegation throughout the external investigation in line with LADO support and advice
- The nursery reserves the right to suspend any member of staff during an investigation
- All enquiries/external investigations/interviews will be documented and kept in a locked file for access by the relevant authorities only
- Unfounded allegations will result in all rights being reinstated
- Founded allegations will be passed on to the relevant organisations including the local authority children's social care team and where an offence is believed to have been committed, the police, and will result in the termination of



employment. Ofsted will be notified immediately of this decision. The nursery will also notify the Disclosure and Barring Service (DBS) to ensure their records are updated

- All records will be kept until the person reaches normal retirement age or for 21 years and 3 months if that is longer. This will ensure accurate information is available for references and future DBS checks and avoids any unnecessary reinvestigation
- The nursery retains the right to dismiss any member of staff in connection with founded allegations following an inquiry
- Counselling will be available for any member of the nursery who is affected by an allegation, their colleagues in the nursery and the parents.

*This policy was adopted on 07/05/16*

*Implemented by: Afshan Din (Nursery Manager)*

*Reviewed & Agreed by: Shiraz Kothia (Director)*

*Date for review: 07/05/17*

*Signed on behalf of the nursery:*