



Hambledon Youth Hut

West Street

Hambledon

PO7 4RW

02392 632242

www.hambledonpreschool.co.uk

2.0 Allegations against a staff or committee member

Should any staff member, parent or child have a concern about the behaviour of a member of staff, this should be voiced immediately.

The Manager, Designated Safeguarding Lead, Safeguarding Trustee (**Mrs Jane Wilkins**) Chairperson (**Mr Roger Palmer**) or Deputy Chairman (**Mrs Sarah Henry**) should be notified as soon as possible, with any incidents and any details felt necessary voiced in full.

In the situation that the allegation is against your Manager/DSL you are strongly advised to contact **LADO** (Local Authority Designated Officer) (Shona McMinn or Barbara Piddington (01962876364).

OFSTED must be informed as soon as possible but within 14 days on

0300 123 1231

YOU MUST NOT speak to the member of staff or adult of concerned OR take any action about the allegation until you have spoken with the LADO as this could jeopardise any possible subsequent investigation.

Allegation Procedure

Handling allegations, particularly serious ones are a complex and delicate process. All allegations will be taken seriously and kept record of.

1. **Allegation is made:** All allegations against staff or any observations of inappropriate behaviour by a member of staff should be brought to the attention of a senior member of management in the strictest confidence and confidentiality.
2. **Report Allegation:** The senior member of staff will notify LADO immediately. The Manager must also report this allegation to Ofsted.
3. **Initiate allegation procedures:** The LADO will decide whether the incident fits the criteria of an "Allegations against a member of staff" or in other words:
 - **Did the alleged incident potentially cause harm to a child?**
 - **Does the alleged incident constitute a criminal offence?**
 - **Does the alleged incident suggest this person is potentially unsuitable to work with children?**

Allegation Procedures are clearly outlined in the **Safeguarding Children and Safer Recruitment in Education** and should be held to the recommended timescale to avoid any unnecessary distressed.

4. **Workplace arrangements:** The LADO will advise whether the staff member should remain in workplace or whether they should be placed on "gardening leave" or be suspended until the investigation is resolved. If the member of staff remains in the workplace, safeguards will be put in place to protect staff and children. The member of staff will be advised to contact representative (if applicable) and the senior member of staff will keep both the member of staff and family up to date regarding timescales and meetings as well as procedures put in place.
5. **Strategy Meeting:** The LADO will schedule a strategy meeting with the representative from the setting and from the police. A new police check will be conducted prior to the strategy meeting to determine whether any previous incidents involving the staff member are known and have not been declared.
6. **Decisions and next steps:** Professionals at the strategy meeting will decide what next steps to take, these may include criminal proceedings, child protection procedures, disciplinary procedures, training needs or no further action taken.