

ALLEGATIONS AGAINST STAFF

Our Designated Safeguarding Leads are Janey Law and Leigh-Anne Osborne. They are supported by Sally Wingham (also DSL trained). We recognise that it is, unfortunately, possible for staff and volunteers to behave in a way that might cause harm to children and take seriously any allegation received.

HOW WE PROTECT OURSELVES

- If a child sustains an injury whilst in our care, we will record it via our procedures (see First Aid, Accidents, Injuries, Illness and Medicine Policy).
- If a child arrives with an injury sustained elsewhere, we will record it via our procedures (as above).
- We will ensure that all staff undertake regular safeguarding and child protection training.
- We will ensure that all parents understand our role and responsibility in child protection, by openly displaying our 'Safeguarding' information board in the entrance area.
- Our Managing Behaviour Policy states that no physical sanction will be used and we take all reasonable steps to ensure this.
- We will limit situations where an adult is left alone with a child. If this does occur, we will make sure that there are other staff present within a reasonable distance.
- Open-plan layout allows for staff to always be within sight and/or hearing of each other, including changing area in toilets
- We will always follow procedures in our Safeguarding and Child Protection Policy, such as staff holding Enhanced DBS Checks etc.
- 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 for new staff members, including one from the applicant's last employer where possible, and will always question any gaps in employment history.
- No babysitting / personal relationships are permitted outside of work. If a staff member chooses to maintain a previous relationship with a family already known to them after the child has joined our care, we make the staff aware that we would be unable to support them during an allegation
- We actively encourage staff to not disclose their full name on their social media profiles to avoid being tracked by families. We also advise staff to ensure their privacy settings are set at the highest possible function.
- We have a strict Staff Code of conduct which regulates how staff are expected to behave outside of the work place and requests that they maintain a professional manner in and out of the workplace at all times.
- Where possible, there is a witness to administration of medicines, accidents / injuries etc.
- We encourage an open door ethos, to enable staff to talk to Managers if they have concerns about the conduct of a colleague(s), such as inappropriate behaviour which may include mood swings, change in behaviour / attitudes, aggression, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role or inappropriate sharing of images etc.

PROCEDURE IF AN ALLEGATION OF ABUSE IS MADE AGAINST A MEMBER OF STAFF

- If anyone makes an allegation of abuse against a member of our staff, Janey Law (DSL), will be informed immediately and will contact the Duty LADO. Ofsted will be notified within 14 days.
- Should an allegation be made against a DSL, another DSL can be contacted, or it should be referred directly to the LADO.
- 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.
- The DSL will complete the template form for recording allegations or complaints made against staff.
- The DSL 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.** The DSL could also invoke our disciplinary procedure.
- We will not carry out an investigation ourselves **unless** Children's Social Services and the Police decide it is not necessary for them to do so. We understand that Ofsted may wish to undertake further investigations in some circumstances.

REFERRING TO THE DISCLOSURE AND BARRING SERVICE

We have a duty to refer to the Disclosure and Barring Service where a member of staff is dismissed (or would have been, had the person not left the setting first), because they have harmed a child or put a child at risk of harm (Section 35 of the Safeguarding Vulnerable Groups Act 2006).

STAFF SUITABILITY / DISQUALIFICATION

Staff (including new applicants) have to sign a Staff Suitability Declaration, which confirms if they have committed any offences, been disqualified from working with children and more. Where any information of this nature is disclosed, we will take the appropriate action to ensure the safety of the children. Any person that has been disqualified will not be employed at our setting. We will contact Ofsted in relation to any event that may affect someone's suitability to work with children, within 14 days of the incident.

This policy was adopted at a meeting of Clocktower Childcare Ltd held on 30th August 2019. Latest date to be reviewed: 31st August 2020.

Signed on behalf of Clocktower Childcare Ltd:

J. Law

Jane Law, Director

S. Wingham

Sally Wingham, Director

L. Baverstock

Lara-Jane Baverstock, Director